



Minutes of the of Finance Committee held at Usha Martin University Campus on the 12th November, 2018.

The second meeting of the Finance Committee of was held on 12.11.18 at 3 pm in the conference room of Usha Martin University, Ranchi. The following members were present:

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| 1. | Prof S.C. Garg, Vice Chancellor, UMU | Chair |
| 2. | CA Nifin Saboo, Ranchi | Member |
| 3. | Prof. Madhulika Kaushik, PVC, UMU | Member |
| 4. | Dr Sumit Gupta, DR, UMU | Special Invitee |
| 5. | Dr. V.K.Pandey, Finance officer (In Charge) | Member Secretary |

FC. 2.1 Welcome and introductory remarks by the Chair

At the outset Prof. S.C. Garg, Vice Chancellor, extended a very warm and cordial welcome to all the members present on behalf of the University and on his own behalf for sparing their time and giving benefit of their expertise to UMU.

The Vice Chancellor informed the Committee that in the 2018-2019 academic session, the University started by offering MBA, BBA, MCA, BCA and Diploma Programmes in Mechanical, Mining, CS, Civil, Electrical and Electronics by admitting 203 students. The number of faculties was limited to single digit. However, following dedicated efforts, the credibility grew and in 2018-19 academic session, 304 new students were enrolled. This number grew to 453 in this cycle with addition of B. SC (Agriculture), Bachelor of Journalism and Physiotherapy, apart from B. Tech (Mining, Mechanical and Computers). The University has very credible faculty, mostly with Ph.D degree in all disciplines.

He further said that in July 2017, the University started Ph.D programme in Management, Computer Science and Commerce with eight students in all. Last year 23 new scholars were enrolled and this year 30 PhD students have enrolled. The number of faculty members has now increased to 35. The University has

been operating in leased building so far but in all likelihood, the operations shall be shifted to the permanent campus in Narayan Soso, Angara in 2020 on a piece of land measuring 32 acres.

Last but not the least, he informed the committee with very heavy heart that Prof. Viplaw Pandey has demitted his office. He, however also expressed that he was happy for Prof Pandey and hoped that he will continue to give UMU the benefit of his experience and expertise whenever approached.

FC2.2 Confirmation of Minutes of First Meeting of Finance Committee.

FC 2.2.1 The Member Secretary informed the Committee that Minutes of the First meeting of the Finance Committee held on March 29, 2018 were circulated to all members and no comments were received from any member within a fortnight. These are placed at Annexure 1. It is proposed that the minutes may be confirmed as circulated.

FC 2.3 Matters Arising out of Minutes and Action taken on the First Meeting of Finance Committee.

FC 2.3.1 The Member Secretary informed the Committee that minutes of the First Meeting of FC have now been confirmed. Yet, members may still like to raise any matter arising out of the minutes. He further said that the Action Taken on the minutes of the First meeting may kindly be perused.

FC 2.3.2 No matter was raised under this item. Further, members of the Finance Committee perused the Action Taken on the minutes of the First meeting and advised that baseline estimates for capital expenditure be obtained from the Board/HQ in order to prepare the five year estimates. The revised ATR is placed at Annexure 2.

FC 2.3.3 The FC further noted that the fee hike of 10% was not implemented last year. However, it should be done now. The revised fee structure after accommodating this hike is placed at Annexure 3.

FC 2.4 To apprise the FC about permanent campus of University

FC 2.4.1 The Member Secretary informed the committee that the University has been operating in leased accommodation since 2017. The MHRD, Jharkhand has, however, been pressurizing the University to develop its own campus and shift there. The first step in this direction was taken when UMU acquired 32 acre land in 2018. Construction of one Academic Block was started in Jan 2019. It is now being readied and the University is likely to shift to its permanent campus in 2020.

While giving details pertaining to Permanent campus of the University, the Member Secretary informed that the University is constructing one Block where GF+5 floors are about to be completed. This will be followed by construction of Workshop and Cafeteria.

FC2.4.2 The Committee expressed satisfaction on the progress of campus development.

FC 2.5 To apprise FC about status of payment of Provident Fund to the employees of University

FC 2.5.1 The Member Secretary informed the committee that in its last meeting, FC had advised the University to implement provisions of EPF & MPA 1952, since provisions of these schemes had become applicable to UMU. Accordingly, the University took steps to implement these schemes but only for all those employees who had been getting salary up to Rs 15,000/- pm. He further said that now other employees are also demanding payment of PF as is being done by other universities. In fact, such institutions are leveraging this to attract our employees. In the long run, it could cause huge loss to UMU.

FC 2.5.2 The FC advised that University management should consider payment of PF to all employees so that they continue to serve the University rather than be lured by other competing universities.

FC2.6: To consider and approve honorarium payable to external experts

FC2.6.1 Prof. Pandey informed the Committee that Usha Martin University has been using external expertise for its academic as well as administrative activities. To compensate for their valued time, the University pays a token honorarium to the members of BOM, AC, FC, RC, Committee of Overseers and Selection Committees as sitting fee and Travel allowance. He further informed that to comply with the decision of AC, some external experts are invited as observers to oversee conduct of examinations. It is now proposed to implement the direction of AC about moderation of Question Papers for quality assurance. The University pays honorarium of Rs 4,000/- to members of statutory authorities as well as selection

committees. However, observers are paid Rs 2,000/- for each visit. It is proposed that while payments already made are continued, a judicious decision be taken in respect of other activities.

Accordingly, following remunerations are proposed:

1. Meetings of BOM, AC, FC, RC, Selection Committees: Rs 4,000/ (sitting fee per member inclusive of TA).
2. Meetings of Committee of Overseers: Rs. 2,000/ (sitting fee per member plus Rs 1,000 as TA)
3. Observers in Examinations: Rs 2,000/ consolidated
4. Moderators: Rs 1,500/ consolidated for moderating two sets of 1 QP (Rs. 500/ per set and Rs. 500 for TA). In case QP of more than one subject, payment of Rs. 500 per set will be payable.
5. Invited Speakers Rs 2,000/- per session and a maximum of two sessions per day
6. Any other Academic and Examination Activity: Rs. 2000/- consolidated per session

FC 2.6.2 The Finance Committee considered the proposal in detail and approved it with the advice that moderators and members of Committee of Academic Overseers should preferably be not below the rank of Associate Professor.

FC 2.7: To consider and approve introduction of caution money

Prof. Pandey informed the Committee that Usha Martin University has now introduced Science and Engineering Programmes, which involve hands on work. While working in the laboratory exigencies sometimes occur and involve damage to equipment. Fortunately, no physical injury has been caused to anyone in the University so far. In addition to science/computer lab, it has been observed that students damage books or do not return library books. Therefore, it is proposed to collect Rs. 5000/ as caution money to meet such exigencies and other miscellaneous services. Of course, this amount shall be refundable at the time of leaving the institution. Further, the caution money may be charged at the time of registration itself and implemented from next cycle of registrations.

FC 2.7.1 The Finance Committee approved the proposal for its implementation.

FC 2.8 University Accounts Audited

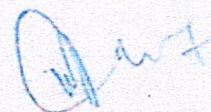
The Finance Officer explained the highlights of the University accounts. The FO informed that audit of the Accounts of University for the financial year 2017-2018. The committee has reviewed and considered the Annual accounts for financial year 2017-2018 and forwarded to BOG for their approval.

FC2.9: Any other matter with the permission of Chair

One of the external members desired to know the measures being adopted to rationalize subsidy towards bus charges for students. On being told that the University is still incurring huge deficit, he proposed that bus fare be increased by Rs. 250 raising it to Rs1,000/- p.m. The FC accepted the suggestion with the implementation date being next admission cycle.

Another member desired that the FC should record its appreciation for the support and contributions made by Prof. Pandey as Member Secretary of FC. The FC endorsed the suggestion.

The meeting concluded with a vote of thanks to the Chair



Prof. Viplaw Pandey

Member Secretary

**Registrar
Usha Martin University**

Annexure 1

Minutes of the Finance committee held at Usha Martin University Campus on the March 29, 2018 at 11 am

The first meeting of the Finance Committee of Usha Martin University was held on 29.3.2018 at 11.00 am in the conference room of Usha Martin University, Ranchi. The following members were present:

1.	Prof S.C. Garg, Vice Chancellor, UMU	Chair
2.	Prof. G Jha, Former HOD, Dept. of Commerce, St Xavier College, Ranchi	Member
3.	CA Nitin Saboo, ACA, Khunti, Jharkhand	Member
4.	Prof. Madhulika Kaushik, PVC, UMU	Member
5.	Dr.V.K.Pandey, Finance officer (In Charge)	Member Secretary

FC. 1.1 Welcome and introductory remarks by the Chair

At the outset Prof. S.C. Garg, Vice Chancellor, extended a very warm and cordial welcome to all present on behalf of the University and on his own behalf. Thereafter, he requested the honorable members to introduce themselves.

The Vice Chancellor informed the Committee that the 2017-18 academic session of the University started on 8th August 2017 with the offer of MBA, BBA, MCA, BCA and Diploma Programmes in Mechanical, Mining, CS, Civil, Electrical and Electronics. The University has very credible faculty, mostly with PhD degree in all disciplines. Beginning January 2018, the University also started PhD programme in Management (1), Computer Science (4) and Commerce (3) with eight students in all.

FC1.2 updating the committee on fee structure and revenue

FC 1.2.1 The Member Secretary informed the Committee that the University started its operation in the academic year 2017-18 with the offer of MBA, MCA, BBA, BCA and diploma (civil, mechanical, electrical, mining, and computer science) courses to 199 students. The PhD programme in Management, Commerce and Computer Science were added in January 2018. He then highlighted that the University desires to promote affordable quality education and to ensure this, graded merit scholarship scheme was introduced from the very beginning.

FC 1.2.2 The fee structure for all programmes is placed at Annexure 1. The Member Secretary then informed the Committee that in the FY 2017-18, major source of University revenue, was generated from collection of fee. Though estimated collection from the students was approximately 325 lacs. The Management has been gracious in making up the shortfalls. However, we would like to achieve self-

sustainability within five years as far as operational costs are concerned. The committee has reviewed and considered the Annual accounts for financial year 2016-2017 and forwarded to BOG for their approval.

FC 1.2.3 Perusing the details, members suggested that necessary steps be taken to collect the remaining amount as per schedule, appreciated the idea of graded fee and advised that steps be taken to realize the goal of self-sustainability as proposed.

FC 1.3 Annual Budget Estimate:

FC 1.3.1 The Member Secretary presented the estimate of revenue and expenses for the FY 2018-19. He informed that the projected revenue and operational expenses are estimated to be 1100 lacs and 400 lacs, respectively.

FC 1.3.2 The Committee perused details and after a detailed discussion approved the estimate of revenue and expenses for FY 2018-19. It advised that to meet unforeseen exigencies in future, the registration fee be hiked by 1k with effect from the next cycle of admissions. The Committee also suggested that the University should prepare detailed capital expenditure budget and the projected cash flow statement for the next five years and present the same in the next meeting of Finance committee.

FC 1.3.3 The Member Secretary presented the annual budget for financial year 2019-2020. It was informed that as per the proposed budget, the expected income from fee, bus fee etc. is expected to be Rs.1582 lacs and the expected expenditure (Capital & Revenue) should be Rs.1623 lacs. (Budget Attached)

FC1.4 Bus Charges for transport

FC 1.4.1 The Member Secretary informed the Committee that at present, the University is providing bus facility to its students and three buses ply between Ranchi and the University Campus. As of now, the facility is being availed by about 100 students. The buses have been hired from an outside agency and hire charges per bus is approx. 76700/-. The University charges Rs 500/- only per student. This is generating a deficit of about 1.8 L per month.

FC 1.4.2 The Member Secretary highlighted the University authorities realize the need for continuing this facility because of location disadvantage. Further, with growing enrolment, many more buses may have to be operated. Considering the increased cost of operating the buses, it was proposed to nominally increase the fee by Rs 250 with effect from August 2018, though it would not be enough to rationalize the gap of subsidized transport.

FC 1.4.3 The Finance Committee decided to increase the bus charges as proposed.

FC. 1.5 To consider and approve annual fee increment

FC 1.5.1 The Member Secretary informed the committee that to keep the deficit within reasonable limits, keep pace with inflationary pressures and not compromise with the quality of education, the University is compelled to consider revision of fee structure for various courses. He then presented the details.


FC 1.5.2 The matter was taken for discussion and all pros and cons were deliberated in detail. After considerable discussion, the Finance Committee agreed to increase only the admission fee and that too by 10% for the Academic year 2018-19. However, it also directed that the new fee structure be made applicable from 30th April, 2017 onwards and students who take admission on or before this date be charged fee as applicable now.

FC 1.6 Any other item with the permission of Chair

With the permission of the Chair, one member of FC desired to know whether or not the University was complying with the provisions of Employees Provident Fund and Miscellaneous Provision Act 1952. The Member Secretary informed that since the University resumed its operations essentially from August 2017, such provisions might not be applicable as of now. However, he sought direction for future.

The Committee advised that since the University has engaged work force of more than 21, it must conform to these provisions immediately and without fail. Therefore, the process to meet the provisions of the Act be initiated as non-compliance can attract severe penalties in different forms and formats.

The meeting concluded with a vote of thanks to the Chair



(V.K. Pandey)

Member Secretary

**Registrar
Usha Martin University**

Annexure 2

SL.No	Item	Decision Taken	Action Taken
1.	FC1.2.3 To collect the students fees of second semester.	Necessary steps to be taken to collect the remaining amount of fees.	The decision was notified and the accounts personnel was instructed to review pending. ..collection at periodical intervals.
2.	FC1.3.2 To hike the registration fees by 1k with next cycle of admission.	Necessary steps to be taken to hike the registration fees.	Implemented
3.	FC1.3.2 To prepare detailed expenditure budget and projected cash flow statement for next five years.	Necessary steps to be taken to prepare detailed expenditure budget and projected cash flow statement.	It will be done once the campus is shifted to new location.
4.	FC1.4.2 To increase the bus fees by Rs 250.	Necessary steps to be taken to increase the bus fees.	The bus fee was increased to Rs 750/- per month.
5.	FC1.5.2 To increase the admission fee by 10% for academic year 2018-19.	The new fee structure be made applicable from April 2018.	The admission fee hike was not implemented for providing cost-effective education.
6.	FC1.6 To comply with provisions of EPF & MPA 1952.	Necessary steps to be taken to comply with provisions of EPF & MPA 1952.	Implemented for employees drawing Salary less than Rs 15000/-

Appendix 3: Fee Structure

Serial no	Programme	Registration Fee (one time)	Semester Fee (Half Yearly)	Exam Fee (Semester wise)	Training and Development Fee (One time)	Caution Money (Refundable)	Full Programme Fee
1	MBA	11000	33000	2500	5000	5000	163000
2	MCA(LE)	11000	27500	2500	5000	5000	141000
3	MCA	11000	27500	2500	5000	5000	201000
4	M Com	6000	13000	2500	-	5000	73000
5	BBA	11000	26500	2500	5000	5000	195000
6	BCA	11000	26500	2500	5000	5000	195000
7	B Com	6000	8500	2500	-	5000	77000
8	B A Eng	6000	8500	2500	-	5000	77000
9	Diploma in Mechanical	11000	26500	2500	5000	5000	195000
10	Diploma in Electrical	11000	26500	2500	5000	5000	195000
11	Diploma in Mining	11000	26500	2500	5000	5000	195000
12	Diploma in Civil	11000	26500	2500	5000	5000	195000
13	Diploma in Computer Science	11000	26500	2500	5000	5000	195000
14	BBA LLB	11000	30000	2500	5000	5000	346000
15	LLB	11000	26500	2500	5000	5000	195000
16	Diploma (LE)	11000	26500	2500	5000	5000	142000
17	BPT	11000	26500	2500	5000	5000	282000
18	D Pharma	11000	36000	2500	5000	5000	1,7500
19	B Pharma	11000	36000	2500	5000	5000	329000
20	B Tech Mining, Electrical Mechanical	11000	36000	2500	5000	5000	329000
21	BSc Ag	11000	22000	2500	10000	5000	222000
22	BMCJ	11000	16500	2500	5000	5000	135000
23	PhD	11000	33000	2500		5000	219000
24	PGD in SCLM	11000	33000	2500	2500	5000	89500
25	PGD in Data Science/IOT	11000	27500	2500	2500	5000	89500