



Minutes of the Finance committee held at Usha Martin University Campus on 16.11.2020 at 11am

The fourth meeting of the Finance Committee of Usha Martin University was held on 16.11.2020 at 11.00 am 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. | Prof. Madhulika Kaushik, PVC, UMU | Member |
| 3. | CA Nifin Saboo, ACA, Khunti, Jharkhand | Member |
| 4. | Dr. Sumit Gupta Deputy Registrar, UMU | Special Invitee |
| 5. | Dr. V.K. Pandey, Finance officer (In Charge) | Member Secretary |

FC. 4.1 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 2020-2021 academic session of the University started with various programmes like 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.

The Member Secretary informed the Committee that Minutes of the last meeting of the Finance Committee held on 11.11.2019 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.

FC4.2 Updating the committee on fee structure and revenue

FC 4.2.1 The fee structure for all programmes is placed at Annexure 1. The Member Secretary then informed the Committee that in the FY 2020-21, major source of University revenue, was generated from collection of fee. Though estimated collection from the students was approximately 1200 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

FC 4.2.2 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 4.3 Annual Accounts:

FC 4.3.1 The Committee perused details and after a detailed discussion approved the estimate of revenue and expenses for FY 2019-20. 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 4.3.2 The committee has reviewed and considered the Annual accounts for financial year 2019-2020 and forwarded to BOG for their approval.

FC4.4 Bus Charges for transport

FC 4.4.1 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 University charges Rs 500/- only per student. This is generating a deficit of about 1.8 L per month.

FC 4.4.2 The Finance Committee decided to increase the bus charges as proposed.

FC. 4.5 To consider and approve annual fee increment

FC 4.5.1 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 4.5.2 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 2020-21. However, it also directed that the new fee structure be made

applicable from 1st January, 2021 onwards and students who take admission on or before this date be charged fee as applicable now.

FC 4.6 Any other item with the permission of Chair

The meeting concluded with a vote of thanks to the Chair



Dr. Sailesh Narayan

Member Secretary (I/C)

**Registrar
Usha Martin University**

Annexure-1

Minutes of the meeting of Finance Committee held at Usha Martin University Campus on 11th November, 2019.

The meeting of the Finance Committee of was held on 11.11.19 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 Nitin 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 2019-20 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 PhD degree in all disciplines.

FC2.2 Confirmation of Minutes of Finance Committee.

FC 2.2.1 The Member Secretary informed the Committee that Minutes of the meeting of the Finance Committee held on 12.11.2018 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 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 15000/- 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 4000/- to members of statutory authorities as well as selection committees. However, observers are paid Rs 2000/- 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 4000/ (sitting fee per member inclusive of TA).
2. Meetings of Committee of Overseers: Rs. 2000/ (sitting fee per member plus Rs 1000 as TA)
3. Observers in Examinations: Rs 2000/ consolidated
4. Moderators: Rs 1500/ 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 2000/- 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 & Budgeted)

FC 2.8.1 The Finance Officer Explained the highlights of the University accounts. The FO informed that audit of the Accounts of University for the financial year 2018-2019 has been audited. The abstract of Income and Expenditure details was placed before the Financial Committee.

FC 2.8.2 Finance Officer has presented the Annual Budget for Financial year 2020-2021 for Finance committee member's approval with projected Revenue of Rs.15.82 crore and Projected Expenditure both Revenue and Capital amounting to Rs.16.24 crores.(Budget attached)

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

Members 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

Dr. Sailesh Narayan

Member Secretary (I/C)

**Registrar
Usha Martin University**