

**ANDHRA MAHILA SABHA
ARTS & SCIENCE COLLEGE FOR WOMEN
AUTONOMOUS NAAC RE-ACCREDITED
Osmania University, Hyderabad - 07**

The Minutes of 36th Meeting of Finance Committee of Arts & Science College for Women held on 28th Dec 2019 at 3.00 pm in the Board room.

The following members were present at the meeting:

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| 1. Dr. D. Rajeswari | - | Chairperson FC, Principal |
| 2. Smt.V.Annapurna, | - | Member, Finance Officer, O U Hyderabad |
| 3. Dr. D.V.G.Krishna | - | Member , Former Principal, RG Kedia
College for Commerce, Chaderghat, Hyd |
| 4. Dr.S.Sunanda | - | Member Convener |
| 5. Dr.P.Rajyalakshmi | - | Vice-Principal, AMS ASCW |
| 6. Dr.J.Saritha | - | Member, HOD Commerce |
| 7. Prof.M.Usha | - | Chairperson, AMS ASCW |
| 8. Prof.M.Srinivas | - | Hon. Secretary & Correspondent, AMS ASCW |

Dr.D.Rajeswari, Principal, AMS ASCW welcomed the members and the agenda listed was taken up.

36.1. Confirmation of the minutes of the 35th Finance Committee Meeting held on 27.04.2019 at 3:00 PM

The minutes of 35th Finance Committee Meeting held on 27.04.2019 at 3:00 PM were confirmed

36.2. Action taken on the Minutes of the previous meeting

35.3.1. Mrs.Annapurna, Finance Officer of Osmania University suggested stoppage of all cash transactions and implementation of online transactions. All members agreed for the same.

Convener informed the members that all financial transactions are carried on either by cheques or through banks except for petty cash transactions. Members expressed satisfaction over implementation of the decision.

35.3.2. Resolved to purchase 02 Computers for COE based on lowest quotation (Rs.39650/-per computer)

Convener expressed that two computers have been purchased as per the decision of the finance committee and subsequent approval of Administrative committee.

35.3.3. IQAC Activities

A Sub – Committee was constituted with Prof. M.Usha as Chairperson, IQAC Coordinators of AMS, Bhavan's Science and St.Pious College as members. They have to meet and submit the plan of activities for the college.

It was informed that activities list is prepared and the report will be given shortly after the meeting.

35.3.4. Incentives to staff of exam branch for declaration of results (Rs.40,000/-)

The Convener informed the members that this decision was approved by Governing Body and Administrative committee and subsequently implemented.

35.3.6. Enhancement of Exam remuneration amounts for various activities

The Convener informed the members that the decision was implemented.

35.3.7. Automation proposal for office, library & Examination branch

*As per the decision of Finance committee and subsequent approval of Governing Body and Administrative Committee the credentials of the firms are enquired and quotations are called for automation of office and examination branch. Members have gone through the quotations and comparative statement including GST and recommended to the Governing Body and the Administrative Committee to approve the lowest quotation of **Extreme Informatics Pvt Limited, Hyderabad.***

35.4.1. Remuneration to Vice Principal

Resolved to pay Rs.750/- per month after approval of Governing Body and Administrative Committee.

35.4.2. Representation given by Journalism faculty (15000 + 20% = 18000)

It was informed that the decision was approved by Governing Body and Administrative Committee.

36.3. Items for Consideration and approval**36.3.1. Quarterly statements of**

- i) UG aided
- ii) UG Un-aided
- iii) PG Un-aided
- iv) Hostel
- v) Examination Branch

Members have gone through the above financial statements and recommended to the Governing Body and the Administrative Committee for approval.

36.3.2. Website migration from static to dynamic

After discussion on this issue, it was recommended to the Governing Body and Administrative Committee for approval.

36.3.3. Expansion of Computer Labs installing servers and clients

After examining the need for strengthening computer labs because of 2 sections in BBA and 2 sections in B.Com computers and also keeping in view increased strength in 1st year, It was recommended to purchase servers and clients as they cost less, compared to any other option. Resolved to recommend to the Governing Body and Administrative Committee to approve the proposal after obtaining quotations preparing comparative statement and approval of purchase committee.

36.3.4. Appointment of teaching staff

The members have gone through the proposal for additional teaching staff based on work load and proposed salaries and recommended to the Governing Body and Administrative Committee to approve the same.

36.3.5. Appointment of Mr. Zameer (Scholarship section)

The members have gone through the proposal and recommended the Governing Body and Administrative Committee to approve the appointment of Mr. Zameer on a consolidated salary of Rs.20000 per month as the candidate has sufficient experience, agreed to take the responsibility of scholarship work and also examination branch work.

36.3.6. Purchases made by Library

Members have gone through the library purchases and procedure followed and recommended to the Governing Body and Administrative Committee for ratification of the same.

36.3.7. Exam Branch Services to students – hiking fee of certain services

Proposal was made to hike the fee of certain services of the exam branch on par with OU Exam Branch. Members have gone through the details and recommended to the Governing Body and Administrative Committee to approve the same.

36.3.8. Membership fee for Alumni Association

Members have gone through the proposal and Recommended to the Governing Body and Administrative Committee for approval of life membership fees of Rs.500/-

36.3.9. Request of Ms.Sunitha (accountant) and Ms.Srilatha (Computer Programmer) at Exam Branch for pay hike

After detailed discussion on the issue it was decided to defer the matter. However it was decided to pay extra remuneration for extra work done.

36.4 Items for ratification**36.4.1 Dost Admissions – penalty of Rs.2,32,000/- paid to Confirm the admissions of 28 students**

The members decided to place the committee report before the GB and administrative committee for appropriate decision. Finance committee

resolved to submit the committee Report after completion to Governing Body and Administrative Committee for appropriate decision.

36.4.2 Purchase of classrooms furniture

After going through the proposal and related documents, it was recommended to place this matter before Governing Body and Administrative Committee for ratification.

36.4.3. Purchase of Cots, fans, tubes, bulbs for hostel rooms

After examining the matter and necessary documents, it was recommended to the Governing Body and the Administrative Committee for ratification.

36.4.4. Purchase of New motor (water) for the hostel

After examining the matter and discussion it was recommended to the Governing Body and the Administrative Committee for ratification.

36.4.5. Purchase of Answer Sheets for exam branch

After examining the matter and verification of documents it was recommended to the Governing Body and the Administrative Committee for ratification.

36.4.6. College proposes to conduct 05th Convocation (date yet to be decided) for 2016- 17, 2017-18, 2018-19 passed out students.

Members noted it. The expenditure has to be tapped from convocation fees and budget provision of function

36.4.7. Electricity Deposit

A bill was received from electricity department for payment of additional deposit which is more than approved 1kv. After going through the proposal and bills the committee recommended to the Governing Body and the Administrative Committee for ratification.

36.5. Item for Information

36.5.1. Letter received from UGC – DELHI from Dr.Dev Swarup, Additional Secretary

Noted the contents and follow-up action which is in process