



Avinashilingam Institute for Home Science and Higher Education for Women

(Deemed to be University under Category A by MHRD, Estd. u/s 3 of UGC Act 1956)

Re-accredited with A+ Grade by NAAC. Recognised by UGC Under Section 12 B

Coimbatore - 641 043, Tamil Nadu, India

MINUTES & AGENDA

39TH MEETING OF THE FINANCE COMMITTEE

Date : 08TH JUNE 2019

Time : 10.30 A.M.

Venue : Board Room, Coimbatore.



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Minutes of the 39th Meeting of the Finance Committee held on 08.06.2019 at 10.30 am at the Board of Management chamber.

The meeting was participated by the following members:

- | | | | |
|----|--|---|---|
| 1. | Dr. Mrs. Premavathy Vijayan
Vice Chancellor | - | Chairperson |
| 2. | Dr. Mr.A. Palanivel,
Registrar, MHRD Nominee
National Institute of Technology
Trichy-620 015. | - | Not attended |
| 3. | The Secretary
Department of Higher Education
St. George Fort, Secretariat
Chennai 600 009. | - | Not attended |
| 4. | The Secretary
Finance (Education-1) Department
St. George Fort, Secretariat
Chennai 600 009. | - | Not attended |
| 5. | Dr.L.Jeyalakshmi
No.35, Indira Nagar
Gold Wins, Civil Airport
Coimbatore – 641 041. | - | Member
Nominee of
Board of Management |
| 6. | Dr.U.Jerinabi
Dean, Faculty of Business Administration,
Avinashilingam Institute for Home Science and
Higher Education for Women,
Coimbatore-641 043 | - | Member
Nominee of
Board of Management |
| 7. | Mr.C.Swaminathan, B.E.M.I.E.,
'CHOCKRAM'87-Race Course
Coimbatore- 641 018. | - | Member
Nominee of Sponsoring
Trust |

8. Thiru S. Lakshmanan – Finance Officer (i\c) - Secretary
Avinashilingam Institute for Home Science and
Higher Education for Women,
Coimbatore-641 043
9. Dr. Mrs. S.Kowsalya - Special invitee
Registrar

The meeting began at 10.30 am by invoking the blessings of the "Almighty". Dr.A.Palanivel MHRD member could not attend the meeting due to some unavoidable urgent official work. The Secretary / Finance Department and Secretary / Department of Higher Education Department also could not attend the meeting. Dr.U.Jerinabi who was on tour was permitted to attend the meeting through video conferencing.

WELCOME ADDRESS BY THE CHAIRPERSON FINANCE COMMITTEE

The Chairperson welcomed all the Finance Committee Members and briefly narrated the Academic & Administrative developments taking place in the Institute. The Chairperson also informed the happy news of the Institute being reaccredited with 'A+' grade by NAAC in its fourth cycle with Institutional CGPA as 3.49.

The Chairperson with the consent of other Finance Committee members permitted the Administrative Officer, part time Internal Auditor and Internal Audit and Accounts Officer to participate in the Finance Committee proceedings as special Invitees for required clarification if any.

The Committee members appreciated the Vice-Chancellor, Registrar and all the teaching and non-teaching staff for their relentless efforts taken for getting such prestigious 'A+ grade' by NAAC.

The Committee members also appreciated the team of Finance Section for their commendable work in successfully implementing the PFMS and as they have been appreciated and recommended by the Senior Accounts Officer (Technology), Controller General of Accounts, Ministry of Finance, New Delhi to provide training to other Institutes in that field.

Thereafter, the Chairperson requested the Finance Officer (i/c) to present the agenda items for discussion. The Finance Officer (i/c) thanked the Chairperson and other Honorable Members of the Finance Committee for giving the opportunity to present item wise Agenda.

ITEM NO :1 Confirmation of the minutes of 38th Meeting of the Finance Committee held on 29.09.2018.

RESOLUTION **RESOLVED THAT the minutes of the 38th**
39/FC/2019/1 **meeting of the Finance Committee held on**
 29.09.2018 be confirmed.

ITEM NO:2 Action taken on the decisions of the 38th meeting of the Finance Committee.

RESOLUTION **RESOLVED THAT the 'Action taken' on the**
39/FC/2019/2 **decisions of the 38th meeting of the finance**
 committee be noted.

ITEM NO:3 To Consider and approve the consolidated statements of Accounts for the Financial Year 2018- 2019 duly Audited and certified by Statutory Auditors, M/s. Alagirisamy & Co., Chartered Accountants, Coimbatore.

RESOLUTION **RESOLVED THAT the consolidated statements**
39/FC/2019/3 **of Accounts for the Financial Year 2018- 2019**
 duly Audited and certified by Statutory
 Auditors, M/s. Alagirisamy & Co., Chartered
 Accountants, Coimbatore be approved

ITEM NO:4 To Consider and Approve Budget Estimates under Non Plan and Plan (General Development Assistance) for FY 2019 -2020

RESOLUTION **RESOLVED THAT the Budget Estimates under**
39/FC/2019/4 **Non Plan and Plan (General Development**
 Assistance) for FY 2019 -2020 be approved.

ITEM NO:5

To consider and approve the revision of transparency fee as rupees 2 per page for the answer sheets as suggested by UGC

**RESOLUTION
39/FC/2019/5**

RESOLVED THAT the revision of transparency fee as rupees 2 per page for the answer sheets as suggested by the UGC be approved.

ITEM NO.6

To consider and approve the revision of Sports Fee and TA /DA as recommended by the Sports and Tournament Committee.

**RESOLUTION
39/FC/2019/6**

RESOLVED THAT the revision of Sports Fee and TA/DA as recommended by the Sports and Tournament Committee be approved.

ITEM NO:7

To consider and approve the transfer of the available fund being collected for specific purposes which includes campus / infrastructural development under the head 'Special Course fee' now kept in Deposits and Advances' account to General Fund as and when required to meet out the concerned expenses.

**RESOLUTION
39/FC/2019/7**

RESOLVED THAT the transfer of the available fund being collected for specific purposes which includes campus / infrastructural development under the head 'Special Course fee' now kept in Deposits and Advances' account to General Fund as and when required to meet out the concerned expenses be approved.

ITEM NO:8

To consider and approve the constitution of members to scrutinize and finalize the draft Finance and Accounts manual which incorporates works and Procurement procedures.

**RESOLUTION
39/FC/2018/8**

The matter was discussed and a Committee consisting of the following members is constituted.

1. Shri.M.H.Mohan,
FA&CAO/IIM,Trichirappalli
2. Shri.R.Thiruneelakandan,
Ex.FO/NIT/Trichi
3. Shri. S.Sardar Malik,
Ex.FO& AO/AIHS&HE
4. Er.M.Ganesan,
Institute Engineer / AIHS&HE

5. Shri.V.Balasubramanian, IA&AO/ AIHS&HE
The above Committee is requested to review and suggest any other information to be included to finalize the Manual on or before 31.07.2019 which is to be placed for approval by the Board of Management.

ITEM NO:9

To Consider and approve the Minutes of Building Committee Meeting held on 13.12.2018, 22.01.2019, 30.01.2019 and 08.03.2019.

**RESOLUTION
39/FC/2019/9**

RESOLVED THAT the Minutes of Building Committee Meeting held on 13.12.2018, 22.01.2019, 30.01.2019 and 08.03.2019 be approved.

ITEM NO:10

To Consider and approve the facility of making payments through 'Net banking' instead of issuing cheques for the accounts of the Institute other than Non-Plan, Plan and Projects accounts for which PFMS-EAT module is being used.

**RESOLUTION
39/FC/2019/10**

RESOLVED THAT the Finance Committee considered and recommended the facility of making payments through 'Net banking' instead of issuing cheques for the accounts of the Institute other than Non-Plan, Plan and Projects accounts for which PFMS-EAT module is being used.

ITEM NO:11

Audit Paras pending as on 20.05.2019 for perusal of Finance Committee.

RESOLUTION**39/FC/2019/11**

The audit paras raised by the Accountant General Audit and Local fund Audit were discussed. The Finance Committee advised to initiate immediate action for rectifying the defects pointed out by audit and settle the audit paras at the earliest.

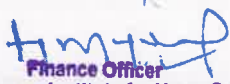
RESOLVED THAT the pending audit paras in respect of AG Audit and LF Audit be settled at the earliest by rectifying the defects.


SUGGESTIONS GIVEN BY FINANCE COMMITTEE MEMBERS

1. The Finance Committee Members unanimously recommended not to accept cash remittances from the students during the admission and to make them remit the payments directly into our bank accounts through digital payment modes.
- 2) All the students shall be instructed to open the bank accounts compulsorily. The refund of deposits or any other payments are to be made by crediting the amount directly to their bank accounts instead of handling cash payments.

The Chairperson readily agreed to consider the above valuable recommendations of the Finance Committee members and assured to take necessary steps for implementation.

Vote of Thanks: The Meeting ended with the vote of thanks by the Registrar. The Registrar thanked all the Finance Committee Members for their constructive advisory role for the growth of the Institute.


Finance Officer
Avinashilingam Institute for Home Science,
and Higher Education for Women
(University Estd u/s 3 of UGC Act 1956)
Coimbatore - 641 043.


Vice Chancellor
Avinashilingam Institute for Home Science
and Higher Education for Women
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