

MINUTES

Minutes of the meetings of ¹ Finance Committee
of ² St. Joseph's Degree & PG College
held on 17th Sep 2020 at 11 A.M / P.M at ³ Board Room
under the chairmanship of Shri Rev. Fr. Dr. D. Sunder Reddy.

Members Present :

1. Rev. Fr. Dr. D. Sunder Reddy - Principal & Chairman D. Sunder Reddy
2. Rev. Fr. K. Mareddy - Principal Management Representative K. Mareddy
3. Rev. Fr. Y. Amal Francis - Procurator, Archdiocese of Hyderabad Y. Amal Francis
4. Mr. B. Satyanarayana Rao - CoE, St. Joseph's College B. Satyanarayana Rao
5. Mrs. T. Esther Ratna - IPAC co-ordinator & Dean Student Affairs T. Esther Ratna
6. Fr. Mday Bhasker Reddy - Dean Academics Mday Bhasker Reddy

AGENDA :

1. Prayer
2. Presentation of the Agenda by the Chairman
3. Minutes of the Previous Meeting & approval
4. Budget allocation for various Faculty Development programmes
5. Budget allocation for NAAC inspection
6. Budget allocation for Intercollegiate Research
7. Budget allocation for Student Centric Activities & Sports
8. Fixing Tuition fees

BOOK

- 1) General Body, Working Committee, Sub-Committee or Board, as the case may be
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- 4) At the end of the minutes Chairman or the President of the meeting and the Secretary to sign while mentioning the number of corrections made in recording the minutes of the meeting.

9. Review of Examination Related Fees & Budget

10. Salaries Structure

11. EPF, ESI, Gratuity & Health Insurance

12. Budget allocation for Proposed New floor in the PL Block

13. Endowments, Scholarships & Concessions

14. Scholarships for Economically Backward & Academic Excellence

15. Infrastructure Development, Repairs & Maintenance

16. Any other matter with the permission of the chair

17. Vote of Thanks.

The Finance Committee meeting was held on 17th September, 2020 at 11:30 am at Board Room. The meeting commenced with prayer invoking the God's blessings by Fr. Uday Bhaskar, Dean Academics. Principal & Chairman of the Committee invited the members of the Committee & presented the agenda for the meeting.

ITEM NO : 3 : The minutes of the previous Finance Committee meeting was read by Rev. Fr. Dr. D. Gundak Reddy & the same was adopted by all the members Unanimously.

ITEM NO : 4 : REVIEW / DISCUSSION ON PREVIOUS MINUTES OF THE MEETING :

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- Chairman mentioned that- the College automation Software is purchased on Student basis i.e 200/- per Student.
- Chairman mentioned that- Plagiarism Software was also purchased which is used for checking research papers & Projects done by faculty & Students.
- Budget allotted for 2019 - 2020 were utilized as required.
- Chairman informed the Members that- Sufficient budget was allotted & used as per the need during the process of SSR Preparation.

ITEM NO. 5 : BUDGET ALLOCATION FOR VARIOUS FACULTY

DEVELOPMENT PROGRAMMES : The Committee resolved to sanction budget for various Faculty Development programmes in the area of research, Teaching - Learning & Quality depending initiatives depending on the need & requirement.

ITEM NO. 6 : BUDGET ALLOCATION FOR NAAC INS-

PECTION : In View of the NAAC Re- accreditation (3rd Cycle) inspection, the Committee emphasized that- the budget-

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Sanctioned earlier is sufficient & will be used as per the requirement.

ITEM No. 7 : BUDGET ALLOCATION FOR FOSTERING RESEARCH :

It was proposed to review institutional contribution for encouraging research among staff & students as follows :

S.No	DESCRIPTION	INSTITUTIONAL CONTRIBUTION
1.	Research Paper Publications	- 40% of the Publication amount for Two Paper Publication in an academic year. - More than Two Paper Extra incentive to be given. - Extra incentive for Scopus Publication.
2.	Student Paper Publications Individual & in Collaboration with the faculty	- 100% Financial assistance for Paper Publication in UGC approved Journals list - Web of Science & Scopus.
3.	For attending FOPs / Conferences / Refresher Courses / Professional	- Local - 100% Financial assistance towards Registration amount.

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S.No	DESCRIPTION	INSTITUTIONAL CONTRIBUTION
	Development Programmes etc. by the staff.	- Old station - 100-1. financial assistance towards registration amount & Travel.
4.	PhD Assistance	- 50% of the fees as financial assistance with a Contract for 2 years to serve the Institution.
5.	Major / Minor Research Projects in Collaboration with External Organizations / Institutions.	- The staff would be hon- used with cash award & recognition for their contri- bution. The Committee expressed that- the equipment purchased with the sanctioned amount by the external institutions should be returned back to the college after the comple- tion of the research project as the norms laid by the availing institutions / Organisation

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S.No	DESCRIPTION	INSTITUTIONAL CONTRIBUTION
6.	Remuneration for External resources Person for FDPs/ Guest lectures / Workshop etc.	1500/- Per hour to be fixed for External resources person.

BUDGET ALLOCATION FOR STUDENT CENTRIC ACTIVITIES AND SPORTS :

As per the request of the Physical Director, The Chairman mentioned that- Students representing the college at National/International Sports shall be encouraged by giving them freeships & Concessions. He also mentioned that- Students participating in Various Extra Curricular activities will be encouraged by the college with facilities to grow their skill & budget- would be allotted as per the requirement.

ITEM- NO. 8 : FIXING TUITION FEES

In view of the present Pandemic Situation, the Committee was informed that- the fee structure of all the three years of UG courses are not enhanced & retained as before. The Chairman also informed that- installments for payment of the fees are increased for the Stakeholder's convenience.

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PG PROGRAMMES FEE STRUCTURE :

- MA (Journalism & Mass Comm) - Rs. 40,000 Per Annum retained a last Two years.
- MBA - ICET Counselling fee as recommended by AFRC. The same was passed unanimously. Management fee as recommended by the management.

ITEM NO. 9: REVIEW OF EXAMINATION RELATED

FEEES & BUDGET

Mr. B. Satyanarayana Rao, CoE presented the income & Expenditure Statement of Examination branch. He informed that due to the present pandemic situation the Examination Committee with the consensus of the College management made arrangements for conducting online examinations with Hirence Software Solutions. He thanked the management for constant support & facilities provided for smooth conduction of Evaluation process.

ITEM NO. 10 : SALARIES STRUCTURE

- It was decided that as per teaching experience, Qualifications, NET / SET reasonable Salaries starting with basic Scale will be fixed for the newly recruited faculty for the

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Year 2020 - 2021.

- Chairman informed that - the increase in salary for the existing faculty will be decided in consultation with HAES.

ITEM NO. 11 : EPF, ESI, GRATUITY & HEALTH INSURANCE - The Chairman mentioned EPF, ESI & health insurance scheme would be continued for the AY 2020 - 2021.

ITEM NO. 12 : BUDGET ALLOCATION FOR PROPOSED NEW FLOOR IN THE PG BLOCK

- Chairman proposed & informed that - a budget of Rs. 40,00,000/- was sanctioned by HAES for the construction of the fifth floor in the PG Block.

ITEM NO. 13 & 14 : ENDOWMENTS, SCHOLARSHIP &

CONCESSIONS : Chairman mentioned that - the above scheme would be called as Joseph's Scholarship & Endowment Schemes (JOSES).

The Chairman placed on record that the gold medals instituted by the college & other agencies shall be continued.

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It was decided to continue the best practice of awarding topper, best outgoing student, 100% attendance & also to continue giving for faculty for their outstanding contributions for the college. Scholarship & Concession for the deserving candidates would be continued during the AY 2020-2021 with the following specifications.

1. Catholic - 50% Concession
2. Differently abled - min 50% Concession
3. Sports - Free ship or 50%
4. Economically Backward, Single parent & employee's children Concession as per the need.

The Members appreciated the management for their support for the deserving.

ITEM NO. 15 : INFRASTRUCTURE DEVELOPMENT, REPAIRS & MAINTENANCE

Chairman made a note that - maintenance & repairs are properly done & will be further taken up

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as the need arises.

ITEM NO. 16 : ANY MATTER WITH THE PERMISSION OF THE CHAIR

- No. other points were raised.

ITEM NO. 17 : VOTE OF THANKS

- Rev. Fr. K. Mameddy, thanked the members for their presence, contribution which helps the college works progressively. The meeting concluded at 12:00 pm.

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Members.

1. Rev. Fr. Dr. D. Sundee Reddy - Principal & Chairman of Hyderabad. *Dr. Sundee Reddy*
2. Rev. Fr. K. Marreddy. *Marreddy*
3. Rev. Fr. Y. Amal Francis - Procurator, Archdiocese of Hyderabad. *Amal Francis*
4. Mr. B. Satyanarayana Rao - CoE, St. Joseph's College. *Satyanarayana Rao*
5. Mrs. T. Esther Ratna - IONC co-ordinator & Dean, Student Affairs. *Esther Ratna*
6. Rev. Uday Bhaskar - *Uday Bhaskar*

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Minutes of the meetings of 1 _____

of 2 _____

held on _____ 20 _____ at _____ A.M / P.M at 3 _____

under the chairmanship of Shri _____

Members Present :

1. Rev. Fr. Dr. D. Sunder Reddy

2. Rev. Fr. K. Mareddy

3. Rev. Fr. Y. Amal Francis

4. Mr. B. Satyanarayana Rao

5. Mrs. T. Esther Ratna

6. Rev. Uday Bhaskar

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MINUTES

Minutes of the meetings of ' Finance Committee
of: St. Joseph's Degree & PG College
held on 02-04-2019 at 3:00 AM / PM at ' Board Room
under the chairmanship of Shri Rev. Fr. Dr. Vincent Anokiadas

Members Present :

1. Rev. Fr. Dr. Vincent Anokiadas - Principal & Chairman *AM*
2. Rev. Fr. Y. Amal Francis - Procurator, Archdiocese
of Hyderabad - *Y Amal*
3. Mr. B. Satyanarayana Rao - CoE, St. Joseph's College *B Rao*
4. Mrs. T. Esther Ratna - Dean, Academics &
IQAC co-ordinator. *Esther R*

Agenda:

1. Prayer
2. Presentation of the Agenda by the chairman
3. Minutes of the previous meeting & approval
4. Review / Discussion on previous meeting
5. Budget allocation for Faculty Development Programmes
6. Budget allocation for SSR preparation and NAAC
inspection
7. Budget allocation for student centric activities and
sports.
8. Fixing Tuition fees.

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9. Review of Examination related fees and Budget

10. Salaries Structure

11. EPF, EST. and Health Insurance

12. Budget allocation for proposed New building in the college campus.

13. Endowments, Scholarships and concessions

14. Scholarships for economically backward and Academic Excellence.

15. Infrastructure Development, repairs and maintenance

16. Any other matter with the Permission of the Chair

17. Vote of Thanks.

The finance Committee meeting was held on 02 April, 2019 at 3:00 pm at Board room. The meeting commenced with prayer invoking God's Blessings by Rev. Fr. Y. Amal Francis, Procurator, Archdiocese of Hyderabad. Rev. Fr. Dr. Vincent Arokiadas, Principal and Chairman of the Committee invited the members of the Committee and presented the agenda for the meeting.

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Minutes of the meetings of ' Finance Committee
of ' St. Joseph's Degree and PG College
held on 02-04-2019 at 3:00 A.M. / P.M at ' Board Room
under the chairmanship of Shri Rev. Fr. Dr. Vincent Arakiadas.

Agenda Point 3: The minutes of the previous Finance Committee meeting held on 05.11.2018 was read by Mrs. T. Esther Ratna, Dean Academics & IQAC co-ordinator and the same was adopted by all the members unanimously.

Agenda Point 4: Review / Discussion on previous minutes of the meeting:

- * Chairman mentioned that the college automation software is yet to be finalized as the proposed software was costing 18 lakh rupees and mentioned thoroughly the services provided should be checked and verified before the purchase.

- * Chairman mentioned that plagiarism software was very expensive and since it would not be used to the fullest, the institution is planning for alternatives to procure it.

- * Chairman informed that the fee defaulters have

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reduced and very few who could not pay fees on time were allowed writing exams so that the academic process is not disturbed for such students.

* Budget allotted for conducting National conference and IQAC seminars / workshop were utilized as required.

* Chairman informed that the permission for construction of new building is in progress and the maintenance of existing infrastructure is taken care of as and when required.

Agenda Point 5: The committee resolved to sanction budget for Faculty Development Programmes in the areas of research, teaching-learning and quality initiatives depending on the need and requirement.

Agenda Point 6: In view of the preparation of NAAE Reaccreditation (3rd cycle), the committee proposed to sanction budget of 8,00,000/- lakh or more as per

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the requirement and chairman expressed to seek the help of HAES if required.

Agenda Point 7: As per the request initiated, the Chairman mentioned that students representing the college at National / International shall be encouraged by giving them feeships and concessions. He also mentioned that students participating in various extra curricular activities will be encouraged by the college with facilities to groom their skills and budget will be sanctioned ^{per} as the requirement.

Agenda Point 8: The committee examined the fee structure of all the three years of UG programmes bearing in mind the viability, market demand for the programme and other Contextual Considerations. The committee resolved to enhance existing fees by

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10% as per the general norms followed by the University.

PG Courses/Programmes fee structure:

* MA (Journalism & Mass Comm) - Rs 40,000/- per annum, retained as last year.

* MBA - ICET counselling fee as recommended by AFRC. The same was passed unanimously.

Management fee as recommended by the management.

Agenda Point 9: Mr. B. Satyanarayana Rao, COE presented the income and expenditure statement of examination branch and thanked the management for constant support and facilities provided for smooth conduction of evaluation process.

COE proposed the following:

* To enhance the main examination fee by 10%

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rupees and to make it 1600/-

* To Increase the invigilation amount from 150/- to 1600/-

* To pay the internal faculty during Final Project Viva

* To pay on month extra salary for the examination branch staff for every end semester exams [odd & even]

Chairman after deliberation informed that if exam branch can come up with spot valuation the remuneration amount can be increased as it facilitates in reducing the days for result declaration and approved to pay one month extra salary for every end semester examination. Remaining points decision would be taken after review with other autonomous colleges.

Agenda Point 10: Salaries Structure

* It was decided that as per teaching experience,

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Qualifications, NET/SET reasonable salaries starting with basic scale will be fixed for the newly recruited faculty for the year 2019-20.

* Increase in salary for the existing faculty and support staff will be based on self appraisal and performance and resolved to enhance between 10% - 15% on the basic salary.

- Agenda Point 11: EPF, ESI and health insurance - The committee thanked the management for taking keen interest on staff welfare and continuing the Health insurance scheme for the AY 2018-19. The chairman mentioned EPF, ESI and health insurance scheme would be continued after seeking approval from HAES for the coming AY 2019-20.

Agenda Point 12: Chairman informed the members that permission from various authorities is in progress.

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and was of the opinion that a certain amount i.e. one crore should be set aside for construction purpose with due consultation with the management.

Agenda Point 13 & 14: Chairman mentioned that the above scheme would be called as Joseph's Scholarship and Endowment Scheme (JOSES).

* Chairman placed on record that the gold medals instituted by the college and other agencies shall be continued.

* It was decided to continue the best practice of awarding toppers, best outgoing student, 100% attendance and continue to give awards for specialty for their outstanding contributions for the college.

* Scholarships and concessions for the deserving candidates would be continued and informed the members that nearly 25 lakh concession was given during the AY 2018-19.

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The members appreciated the management for their support for the deserving students.

* Members proposed fee concession for employee's children who take admission in St. Joseph's College. Chairman expressed that the management is keen to take care of their employees and informed that 50% scholarship would be given and anything beyond that would seek the permission of HAES Chairman & Secretary. The members thanked the management for facilitating such welfare measures to the employees.

Agenda Point 15 : Chairman made a note that maintenance and repairs are properly done and will be further taken up as the need arises.

Chairman mentioned the need for a new lift and would pursue after due consultation with various vendors.

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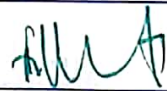
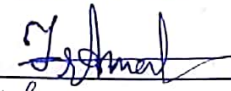
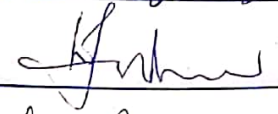
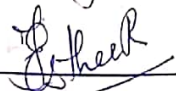
Agenda Point 16: The committee informed the need for Research and Development and starting an incubation center. Chairperson proposed to continue the MRP instituted by the college and an amount of 6,00,000/- to be allotted for research and development.

Agenda Point 17: Mr. Satyanarayana Rao, thanked the members for their presence and contribution which helps the college march progressively. The meeting concluded at 5:00 pm.

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Members Present :

- 1) Rev. Fr. Dr. Vincent Anokadas - Principal 
- 2) Rev. Fr. Y. Anand Francis - Procurator 
- 3) Mr. B. Satyanarayana Rao - CoE, 
- 4) Mrs. T. Esther Ratna - Dean, 

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under the chairmanship of Shri Rev. Fr. Dr. Vincent Arokiadas.

Members Present :

1. Rev. Fr. Dr. Vincent Arokiadas. - Principal *AM*
2. Rev. Fr. Y. Amal Francis - Procurator, Arch Diocesan
of Hyderabad. *Y. Amal*
3. Mr. B. Satyanarayana Rao - CoE, St. Joseph's College *B. Rao*
4. Mrs. T. Esther Ratna - Dean, Student Affairs *Esther*

Agenda.

1. Prayer
2. Presentation of the agenda by the chairman
3. Minutes of the previous meeting.
4. Review / Discussion on previous meeting -
5. Fixing Tuition Fees.
6. Review of the examination related Fees,
remuneration
7. Salaries structure
8. EPF and ESI & Health Insurance.
9. Budget allocation for various FDP's & student
centric activities

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Endowments, Scholarships & Concessions.

Scholarships for economically backward and Academically excellent students.

3. Infrastructure development/maintenance & Repairs.

13. Any other matter with the permission of the chair.

14. Vote of Thanks.

The meeting was held on 28 March, 2018 at 11 am at Board room. The Finance Committee meeting commenced with prayer invoking God's blessings by Rev. Fr. Dr. Vincent Arokiadas, Principal and Chairman of the committee.

The minutes of the previous meeting held on 20 Jan. 2018 was read by Mrs. T. Esther Ratna, Dean Student Affairs and was adopted by all the members unanimously.

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Agenda Point 4: Proposed tentative income and expenditure statement as on March 2018 was presented before the committee.

Agenda Point 5: The committee examined the fee structure of all the three years of UG courses bearing in mind the viability, market demand for the course and other contextual considerations and proposed an increase of fees upto 10% as per the suggestions given by the Governing body.

PG courses fee structure:

* MA (Journalism & Mass Comm.) - Rs 40,000 per annum retained as last two academic years.

* MBA - ICET Counselling fee as recommended by AFRC. The same was passed unanimously.
Management fee as recommended by the management of the college.

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Agenda Point 6: UG & PG examination fees and examination remuneration was revised for the Academic year 2018-19 based on the proposal of COE.

- * The examination application fee to be increased by Rs 100/-
- * Question Paper setting remuneration amount to be increased by Rs 100/- for theory and practical papers.
- * To pay remuneration to the internal faculty conducting end semester practical examinations.

Agenda Point 7: It was decided that as per teaching experience, qualification, NET/SET reasonable salaries starting with basic scale will be fixed for the newly recruited faculty for the AY 2018-19.

- * Increase in salary for the existing faculty basing on the self appraisal and performance starting with one increment upto five increments

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was proposed.

Agenda Point 8: The committee thanked the management for taking keen interest on the welfare of the staff and starting the Health insurance welfare scheme from the AY 2017-18. The chairman mentioned that the medical insurance was very helpful for the staff members and proposed to continue the EPF, ESI and Health insurance for the coming AY 2018-19.

The Committee approved the proposal.

Agenda Point 9: The Committee approved the budget presented by the departments and the budget is sanctioned depending on the urgency of the needs of the departments.

* A budget of Rs 5,00,000/- is set apart for the preparation of NAAC re-accreditation process.

* Conducting / Attending NAAC or IQAC Seminars / workshops and documentation.

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* It was approved to purchase college automation software for improving the administrative works.

* It was proposed to enhance the facilities and equipment in the gym.

Agenda Point 10 & 11: The chairman placed on record that the gold medals instituted by the college and other agencies shall be continued.

It was decided to continue the best practice of awarding toppers, best outgoing student, 100% attendance and also to continue giving awards for faculty for their outstanding contributions for the college.

Scholarship and concession for the deserving candidates would be continued.

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Agenda Point 12 : It was accepted that there is a need for renovation and upgradation of Chapel Hall, Joseph's Hall, wellness centre and Counseling Cell. Chairman made a note that maintenance and repairs are properly done and will be further taken up as the need arises.

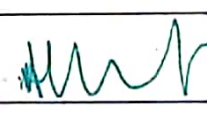
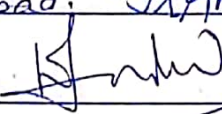
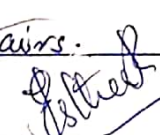
Agenda Point 13 : The chairperson proposed to initiate three MRP's of one lakh each to be sponsored by the college.

Budget is allotted for purchasing plagiarism software to enhance and facilitate research among staff and students.

The chairperson thanked all the members and the meeting concluded at 1:00 pm.

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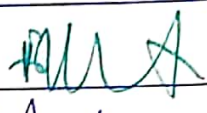
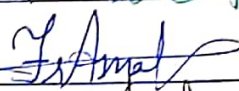
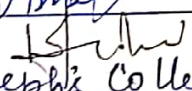
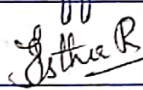
Members Present :

1. Rev. Fr. Dr. Vincent Arokiadas - Principal 
2. Rev. Fr. Y. Amal Francis - Procurator, Arch -
Diocese of Hyderabad. 
3. Mr. B. Satyanarayana Rao - CoE. 
4. Mrs T. Esther Ratna, Dean, Student Affairs. 

BOOK

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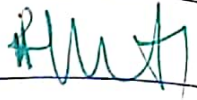
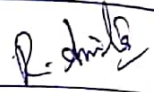
Members Present :

1. Rev. Fr. Dr. Vincent Arukiadas - Principal 
2. Rev. Fr. Y. Amal Francis - Procurator. 
3. Mr. B. Satyanarayana Rao - CoE, St. Joseph's College 
4. Mrs. J. Esther Ratna - Dean, Student Affairs. 

MINUTES

Minutes of the meetings of ' Finance Committee
of ' St. Joseph's Degree & PG College
held on 30-03-2017 at 2:00 A.M / P.M at ' Board Room
under the chairmanship of Shri Rev. Fr. Vincent Arakiadas.

Members Present :

1. Rev. Fr. Vincent Arakiadas - Principal 
2. Mr. B. Satyanarayana Rao - CoE.
3. Mrs. R. Anita - Dean, Academics 
4. Mrs. T. Esther Ratna - Dean, Student Affairs &
IQAC co-ordinator 
5. Mrs. Blessy Rebecca - Accountant 
6. Mr. Anthony Peter Vaz - Senior Asst. 

Agenda :

1. Prayer
2. Presentation of the Agenda by the chairman
3. Minutes of the Previous meeting & Approval
4. Review / Discussion on previous meeting
5. Fixing Tuition Fees
6. Review of Examination related Fees and Budget
7. Salaries Structure
8. EPF, ESI and Health Policy
9. Budget Allocation

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Members Present :

1. Rev. Fr. Vincent Arokidas - Principal

2. Mr. Satyanarayana Rao - CoE

3. Mrs. R. Anitha - Dean, Academics

4. Mrs. T. Esther Ratna - Dean, Administration

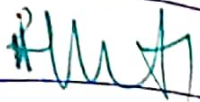
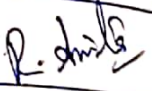
5. Mrs. Blessy Rebecca - Accountant

6. Mr. Anthony Peter Vaz - Senior Asst.

MINUTES

Minutes of the meetings of Finance Committee
of St. Joseph's Degree & PG College
held on 30-03-2017 at 2:00 A.M / P.M at Board Room
under the chairmanship of Shri Rev. Fr. Vincent Anokiadas

Members Present :

1. Rev. Fr. Vincent Anokiadas - Principal 
2. Mr. B. Satyanarayana Rao - CoE.
3. Mrs. R. Anita - Dean, Academics 
4. Mrs. T. Esther Ratna - Dean, Student Affairs & IQAC co-ordinator 
5. Mrs. Blessy Rebecca - Accountant 
6. Mr. Anthony Peter Vaz - Senior Asst. 

Agenda :

1. Prayer
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→ Bi. Decennial year celebrations

→ Autonomy review inspection

→ Departments & Committees

→ Labs - Computer, Physics, Electronics

→ Library

→ Sports

→ General

→ Repairs & Maintenance.

10. Endowments, Scholarships & Concessions

11. Scholarships for Economically backward & Academic Excellence

12. Infrastructure Development for New course - BBA (Business Analytics)

13. Any other matter with the Permission of the chair

14. Vote of Thanks.

The Finance Committee meeting was held on 30 March, 2017 at 2pm at Board room. The meeting commenced with prayer invoking the God's blessings

MINUTES

Minutes of the meetings of ' Finance Committee
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held on 30-03-2017 at 2:00 A.M / P.M at ' Board Room
under the chairmanship of Shri Rev. Fr. Vincent Arukiadas

by Rev. Fr. Vincent Arukiadas, Principal and chairperson of the committee. The minutes of the previous Finance Committee meeting held on 14.03.2016 was read by Mrs. T. Ethier Ratin, Dean, Student Affairs and was adopted by all the members unanimously.

Review/ Discussion on previous minutes of the meeting:
Proposed tentative income and expenditure statement as on February 2017 on various heads Fees, Library, Labs, Exam Branch, Scholarships & Awards, Faculty Development, Repairs & Maintenance, Electrical Equipment, Telephone, Furniture, AC's Repair & Maintenance, AMCs etc. was presented before the committee.

It was brought to the notice that the expenditure on various heads has increased when compared to the previous year.

The chairperson sought clarification regarding excess

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remuneration paid for the Guest lectures and to follow the remuneration slab fixed in the previous finance Committee meeting. He instructed the accountant to look into the matter and appraise him when required.

Fixing Tuition Fee: The committee examined the fee structure of all the three years of UG courses bearing in mind the viability, market demand for the course and other contextual considerations and proposed an increase of fees upto 15% as per the advise given by the Governing Body.

Proposed Fee Structure for UG courses for 2017-18

Course	I Year ()	II Year ()	III Year ()
BA (Mass Comm & Law)	56,000/-	55,000/-	59,100/-
BA (JPE)	44,800/-	44,000/-	43,100/-
BBA	56,000/-	55,000/-	61,600/-

MINUTES

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(Ist Year) (IInd Year) (IIIrd Year)

BBA (IT)	61,600/-	63,300/-	65,800/-
BBA (Business Analytics)	90,000/-	NA	NA
B.Com (General)	44,800/-	44,000/-	43,100/-
B.Com (Computers)	51,500/-	50,600/-	49,300/-
B.Com (IT)	56,700/-	60,700/-	58,100/-
B.Com (Hons)	56,000/-	55,000/-	49,300/-
B.Com (Prof)	56,000/-	55,000/-	49,300/-
B.Com (IF & A)	72,800/-	74,800/-	
B.Sc (MPs/MEG/MSCs)	39,000/-	38,000/-	37,000/-

PG Course Fee Structure for 2017-18

MA (Journalism & Mass Comm) - Rs 40,000 per annum.

Retained the same from last two years.

MBA - 70% of seats. as per ICET counselling fee.

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as recommended by AFRC (Govt.). The same was passed unanimously. 30% of seats as per management decision.

Students Examination Fees : UG & PG examination fees were revised for the Academic year 2017-2018 based on the proposal of COE as below:

S.No	Particulars	Amount (Rs) UG	Amount (Rs) PG
1.	Semester Main Exam fee	1400/-	2500/- MBA 2000/- MA
2.	Provisional Certificate	200/-	200/-
3.	Migration Fees	200/-	200/-
4.	Project Assessment	200/-	200/-
5.	Application Form	30/-	30/-
6.	Re-evaluation per paper	300/-	300/-
7.	Backlog Examination Fee		MBA MA
	* Upto three papers	1000/-	1500/- 1000/-

MINUTES

Minutes of the meetings of Finance Committee
 of St. Joseph's Degree & PG College
 held on 30-03-2017 at 2:00 P.M. at Board Room
 under the chairmanship of Shri Rev. Fr. Vincent - Arokiadas

More than three papers	1500/-	2500/-	1200/-
8. Duplicate Hall Ticket	100/-	100/-	
9. Duplicate Memo	500/-	500/-	
10. Consolidated Memo	1000/-	1000/-	
11. Certificate Verification per Candidate through DD	500/-	500/-	
12. One Time Registration fee for Sem-I	200/-	200/-	

Examination Remuneration details for 2017-2018 which
 were decided and approved by the committee :

S.No	Particulars	Amount (Rs) UG	Amount (Rs) PG
1.	Paper Setting - Theory Paper Setting - Practical	400/- per set 500/- per set	500/- per set
2.	Paper setting (Practicals) - UG B.Sc (Maths & Stat's)	300/- per set	75/- per set
3.	Paper valuation (Theory)	20/- per set	20/- per set
4.	Paper valuation (Practicals)	10/- per set	10/- per set
5.	Project Viva Voce	50/- per project	60/- per project
6.	Moderation of Question Paper		

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Theory 100/- per set 100/- per set

Practical 150/- per set

7. Conveyance (External Examiners) 150/- per day 150/- per day

8. - Invigilation 150/- per session 150/- per session

9. Scrutiny 1/- per script 1/- per script

10. Coding & Decoding of answer sheets 1/- per script 1/- per script

11. Examination Dept. Office staff 60/- per session 80/- per session

12. Supporting staff 50/- per session 50/- per session

13. Chief Controller of Examinations 300/- per session 300/- per session

14. Controller of Examinations 250/- per session 250/- per session

15. Chief Superintendent 250/- per session 250/- per session

16. Squad 200/- per session 200/- per session

17. Addl Controller of Examination. 200/- per session NA.

The committee had discussion regarding remuneration paid to the exam branch staff during exam conduction and one month extra salary during summer vacation which was given as an honorarium whether to be continued or not.

MINUTES

Minutes of the meetings of ' Finance Committee
of: St. Joseph's Degree & PG College
held on 20-03- 2017 at 2:00 A.M / P.M at ' Board Room
under the chairmanship of Shri Rev. Fr. Vincent -Arokidas

It was unanimously decided that one month extra pay would be given to the exam branch staff if they are not availing summer vacation.

COE requested for a hike of remuneration for COE (UG & PG) and Addl. COE, which is considered.

The Chairperson directed the Examination department to prepare the budget for the next academic year based on the expenditure of last academic year and future plans.

Salaries Structure:

It was decided that as per teaching experience, qualifications, NET/SET reasonable salaries starting with basic scale will be fixed for the newly recruited faculty for the year 2016-2017.

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Reasonable increase in salary for the existing faculty was proposed by the committee in the academic year 2017-18.

KPF, EST & Health Insurance - The Committee approved and appreciated the increase of Gratuity to Rs.10 Lakhs for staff who completed eight years of service without break at St. Joseph's college i.e. Three years of probation followed by five years of service. The Committee thanked the Chairman of the college and the management for enhancing the amount.

The Chairperson also announced that a group health insurance scheme would be started the academic year and committee's opinion was sought whether minimum contribution can be taken from the staff availing the facility. The Committee decided that one fourth of the premium can be paid by the staff as their contribution. The Chairperson

MINUTES

Minutes of the meetings of ' Finance Committee
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under the chairmanship of Shri Rev. Fr. Vincent Arokias

Mentioned that this welfare scheme would be continued till the college is in position to take up the expenditure. The committee appreciated and thanked the initiative of the management for staff welfare schemes.

Budget allocation - The Chairperson directed the accounts department to prepare an estimate budget for the next year. It was mentioned that budget would be allocated to various departments, examination branch, IQAC and for autonomy review inspection which is scheduled in the next academic year.

The chairperson was happy to inform that the college has been serving the society with quality education for the past 20 years. He expressed that Bi-Decennial celebrations would be conducted after the autonomy review inspection. Tentatively a budget of 5 lakhs was allotted for the same.

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Endowments, Scholarships and Concessions: The chairman placed on record that the gold medals instituted by the college for all the courses and instituted by other agencies shall be continued.

It was decided to continue the best practice of awarding toppers, best outgoing student, 100% attendance and also to continue giving awards for faculty for their outstanding contributions for the college.

Scholarships and concessions for the deserving candidates would be continued. It was informed to the committee that an amount of 10 Lakhs was given as scholarships and concessions. The senior assistance was asked to maintain and produce the list of beneficiaries with scholarship / concessions to verify if the student are availing scholarship from the government.

MINUTES

Minutes of the meetings of ' Finance Committee
of ' St. Joseph's Degree & PG College
held on 30-03-2014 at 2:00 P.M. / P.M at ' Board Room
under the chairmanship of Shri Rev. Fr. Vincent Arakiadas

Renovation, Repairs and Maintenance: It was placed on record that as planned earlier, the renovation of Library, Jubilee Hall, Examination Branch, Board Room and Reception were almost done. except for few more things like Principal's Office, Cellar, Visitors room & Placement room. The chairperson appreciated the efforts of the supervisor and the support staff.

Infrastructure Development: chairperson informed that all the classrooms will be equipped with an LCD projector providing best facilities for enhancing teaching & learning. PA system to be placed in every classrooms which helps in dissemination of notices & Announcements..

Chairperson informed that three new classrooms in the fifth floor will be constructed for accomodating B.Sc classes..

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The chairperson also mentioned that professional architect's help would be sought for getting the master plan of the main campus for which after various permissions would be taken for remodeling the structure of the college and proposed new building.

Any other matter: The committee requested that a sports day and few other events to be conducted and could be culminated with the Bi-Decennial celebrations.

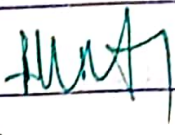
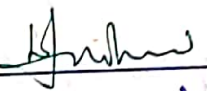
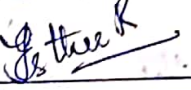
The chairperson proposed to initiate MRP from the college.

The chairperson thanked all the members and the meeting concluded at 6:00 pm.

MINUTES

Minutes of the meetings of ' Finance Committee
of ' St. Joseph's Degree & PG College
held on 30-03- 2017 at 2:00 A.M / P.M at ' Board Room
under the chairmanship of Shri Rev. Fr. Vincent Arokidas

Members Present.

1. Rev. Fr. Vincent Arokidas - Principal 
2. Mr. B. Satyanarayana Rao - CoE 
3. Mrs. R. Anita - Dean, Academics 
4. Mrs. T. Esther - Dean, Student Affairs 
5. Mrs. Blessy Rebecca - Accountant 
6. Mr. Anthony Peter Vaz - Senior Asst. 

MINUTES

Minutes of the meetings of Finance Committee
of St. Joseph's Degree and PG college
held on 14-03-2016 at 2pm A.M / P.M at Seminar Hall-I
under the chairmanship of Shri Rev. Fr. Vincent Arokiadas.

Members Present :

1. Rev. Fr. Vincent Arokiadas - Principal HMT
2. Mr. Satyanarayana Rao - COE
3. Mrs. R. Anita - Dean, Academics R. Anita
4. Mrs. T. Esther Ratna - Dean, Administration Esther
5. Mrs. Blessy Rebecca - Accountant Blessy
6. Mr. Anthony Peter Vaz - Senior Asst. APV

Agenda :

1. Prayer
2. Minutes of the Previous Meeting
3. Review / Discussion on Previous Minutes of the meeting
4. Fixing Tuition Fees
5. Review of Examination related Fees and Budget
6. Salaries Structure
7. EPF and ESI
8. Budget allocation for the Department
9. Endowments, Scholarships & Concessions
10. Scholarships for Economically Backward and

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Academic Excellence.

11. Repairs and Maintenance.
12. Infrastructure Development
13. Any other matter with the permission of the chair
14. Vote of Thanks.

The meeting commenced with Prayer invoking God's blessings by Rev. Fr. Vincent Arukiadas, Principal and chairperson of the committee. The minutes of the previous Finance Committee meeting held on 10.04.2015 was read by Mrs. R. Anitha and was adopted by all the members unanimously.

Review / Discussion on previous minutes of the meeting:

Tentative income and expenditure statement as on February 2016 on various heads, Fees, Library, Labs, Exam Branch, Scholarships & Awards, Faculty Development, Repairs and Maintenance, Electrical equipment, Telephone bills, Furniture, AC Repair & Maintenance,

MINUTES

Minutes of the meetings of Finance Committee
of St. Joseph's Degree & PG College
held on 19-03-2016 at 2 ~~AM~~ / P.M at Seminar Hall-I
under the chairmanship of Shri Rev. Fr. Vincent Anokias

Amc's etc. was presented before the committee.

The chairperson expressed that more than 60% of the income is given as salaries to the staff and the expenditure on computer related equipment has increased.

An amount of Rs 6,00,000/- were given as concessions to students who are economically backward and in some cases merit students

Fixing Tuition Fees : The committee examined the fee structure of all the three years bearing in mind the viability, market demand for the course and other contextual considerations and proposed an increase of fees upto 20% as suggested by Governing Body for all UG courses and was passed unanimously:-

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Under Graduate Courses

I year

- 1) B.Com (International Finance & Accounting) - Rs 65,000/-
- 2) B.Com (IT) - Rs 50,600/-
- 3) B.Com (Gen) - Rs 40,000/-
- 4) B.Com (comp) - Rs 46,000/-
- 5) B.Com (Hons) - Rs 50,000/-
- 6) B.Com (Prof) - Rs 50,000/-
- 7) B.Sc (MPCs / MECs / MSCs) - Rs 34,500/-
- 8) BBA - Rs 50,000/-
- 9) BBA (IT) - Rs 55,000/-
- 10) BA (Mass Comm) - Rs 50,000/-
- 11) BA (JPE) - Rs 40,000/-

II year

- 1) B.Com (IT) - Rs 48,400/-
- 2) B.Com (Gen) - Rs 38,500/-
- 3) B.Com (comp) - Rs 44,000/-
- 4) B.Com (Hons) - Rs 44,000/-

MINUTES

Minutes of the meetings of ' Finance Committee
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held on 14-03- 2016 at 2 AM / P.M at ' Seminar Hall -I
under the chairmanship of Shri Rev. Fr. Vincent Anokwadas

5) B.Com (Prof) - Rs. 44,000/-

6) BSc (MPCs /MECs/ MSCs) - Rs. 33,000/-

7) BBA -Rs.55,000/-

8) BBA(IT) - Rs. 57,200/-

9) BA (Mass Comm) - Rs. 52,800/-

10) BA (JPE) - Rs. 38,500/-

II year

1) B.Com (Gen) - Rs. 36,300/-

2) B.Com (Comp) - Rs. 41,800/-

3) B.Com (Hons) - Rs. 36,300/-

4) B.Com (Prof) - Rs. 38,500/-

5) B.Sc (MPCs /MECs/ MSCs) - Rs. 28,600/-

6) B.Sc. (NHAEM) - Rs. 29,700/-

7) BBA - Rs 53,900/-

8) BA (Mass Comm) - Rs. 51,700/-

The Chairperson asked the office staff to rework on the different heads on the fee structure.

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To prepare statistics on the dropout rate of various courses and to intimate the same to the examination branch.

Re-admitted students should pay Rs. 1000/- and the receipt should be shown to the class-in-charge.

Post Graduate Courses

1) MA (Journalism & Mass Communication) - Rs 40,000/- retained as previous year.

2) MBA & MCA - 70% as per ICET counselling fee as decided by Government and 30% Management quota as per demand and discretion of the Admission Committee. The same was passed unanimously.

Student Examination Fees: UG and PG examination fees were revised as follows based on the proposal of CoE.

MINUTES

Minutes of the meetings of ' Finance Committee
 of: St. Joseph's Degree & PG College
 held on 14-03-2016 at 2 AM / P.M at: Seminar Hall - I
 under the chairmanship of Shri Rev. Fr. Vincent Arakiadas

S.No	Particulars	Amount (Rs)	Amount (Rs.)	
		UG	PG	
1.	Semester Main Examination fee	1200/-	2000/- for MBA	
			800/- for MA	
2.	Provisional certificate	200/-	200/-	
3.	Migration fees	200/-	200/-	
4.	Project Assessment	150/-	200/-	
5.	Semester Memo	200/-	200/-	
6.	Application form	30/-	30/-	
7.	Reevaluation per paper	300/-	300/-	
8.	Backlog Examination fee		MBA	MA
	* upto two papers	800/-	1000/-	800/-
	* More than two papers	1300/-	1800/-	1200/-
9.	Duplicate Hall Ticket	100/-	100/-	
10.	Duplicate Memo	500/-	500/-	
11.	Consolidated Memo	1000/-	1000/-	
12.	Certificate Verification through DD	500/-	500/-	

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Examination Remuneration details for 2015-2016 which were decided and approved :

S.No	Particulars	Amount (Rs)	Amount (Rs)
		UG	PG
1.	Paper Setting (Theory)	300/- per set	400/- per set
	Paper Setting (Practical Oriented)	400/- per set	
2.	Paper Setting (Practicals)	250/- per set	75/- per set
	B.Sc (Maths & Statistics)		
3.	Paper valuation (Theory)	17/- per script	17/- per script
4.	Paper Valuation (Practical)	9/- per script	9/- per script
5.	Project Viva Voce	42/- per project	50/- per project
6.	Moderation	100/- per set	100/- per set
7.	Conveyance (External Examiners)	150/- per day	150/- per day
8.	Invigilation	150/- per session	150/- per session
9.	Scrutiny	1/- per script	1/- per script
10.	Coding & Decoding answer sheets	150/- per 3hrs	150/- per 3hrs
11.	Examination Dept. Office Staff	60/- per session	80/- per session
12.	Supporting Staff	50/- per session	50/- per session
13.	Chief Controller of Examination	300/- per session	300/- per session

MINUTES

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14.	Controller of Examination	250/- per session	250/- per session
15.	Chief Superintendent	250/- per session	250/- per session
16.	Squad	200/- per session	200/- per session
17.	Addl Controller of examination	200/- per session.	

It was decided to pay one month extra salary to the exam branch staff

Refreshments to be given to the staff during collection of application form, invigilation duty and while conducting practical examination.

Three or Four staff to be allotted for coding of papers

The chairperson directed the examination department to prepare the budget for the next academic year based on the expenditure of last academic year and future plans.

Salaries Structure :

It was decided that as per teaching experience,

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Qualification, NET/SET reasonable salaries starting with basic scale will be fixed for the newly recruited faculty for the academic year 2016-2017.

Minimum salary for Commerce, Management and Mass Comm. courses is fixed to Rs 15,000 and Rs 20,000 with 5yrs of experience.

It was decided that for existing faculty a reasonable increase in salary shall be given for the academic year 2016-2017.

EPF & ESI: The committee appreciated the introduction of EPF for teaching staff and ESI for Non-teaching staff which is a highly benefitting staff welfare initiative.

Budget allocation: The Chairperson directed the accounts department to prepare an estimate of budget for the next academic year so that budget can

MINUTES

Minutes of the meetings of ' Finance Committee
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be allotted to the departments. It was also mentioned to allocate budget for Autonomy review inspection which might be scheduled for the next academic year.

Endowments, Scholarship and Concessions:

The chairperson placed on record that the gold medals will be instituted by the college for all the courses for academic toppers and a systematic approach of instituting three scholarships for every class (Rs 4,000/-, Rs 3,000/- & Rs 2,000/- respectively for I, II & III eligible candidates) based on criteria like academic excellence, economically backward etc. Scholarship was decided to be given after first and second year. It was decided and placed on record that the gold medals which were instituted by other agencies shall be continued while concession for the deserving candidates will be considered.

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It was decided to continue the best practice of awarding toppers, best outgoing student, 100% attendance and also to continue giving awards for faculty for their outstanding contributions for the college.

Repairs & Maintenance: It was placed on record that a maintenance register is maintained to record the maintenance and repairs undertaken. Also a person is appointed to take care of such work.

Infrastructure development: It was resolved to develop library facilities, examination branch and for more classrooms in the main block. It was also decided to enhance the computer lab facilities for the growing needs of the college.

Any other matter:

It was decided to pay remuneration for the

MINUTES

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Guest lectures organized by the college as follows:

Professor : Rs 2000

Doctorate : Rs 1500 - Rs 2000

Associate Professors : Rs 1,000 - Rs 1,500

Corporate (CEO/VP) : Rs 3,000 - Rs 5,000

Managers : Rs 2,000 - Rs 3,000 respectively

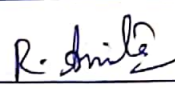
The chairperson advised that all the experienced faculty to apply for the Minor Research Projects and focus more in research activities in the next academic year. It was also decided to conduct another Finance Committee meeting before even Semester begins i.e. Sept/Oct 2016.

The chairperson thanked all the members and the meeting concluded at 6 pm.

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Members Present :

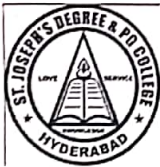
1. Rev. Fr. Vincent Arakidada - Principal 
2. Ms. Satyanarayana Rao - CoE
3. Mrs. R. Anitha - Dean, Academics 
4. Mrs. T. Esther Ratna - Dean, Administration 
5. Mrs. Blessy Rebecca - Accountant 
6. Mr. Anthony Peter Vaz - Senior Asst. 

MINUTES

Minutes of the meetings of ' Finance Committee
of ' St. Joseph's Degree & PG College
held on 10-04- 2015 at 2:00 A.M / P.M at ' Conference Hall
under the chairmanship of Shri Rev. Fr. Vincent Arokiadas

Members Present :

1. Rev. Fr. Vincent Arokiadas - Principal *Ant*
2. Mr. B. Satyanarayana Rao - Controller of Examinations *Hb*
3. Mrs. T. Esther Ratna - IQAC Co-ordinator *Esther*
4. Mrs. R. Anita - Senior Faculty *R.A.*
5. Mr. Tony - Office Assistant *Han*
6. Mrs. Blessy - Accountant *Bp*



St. Joseph's Degree & PG College

Autonomous - Affiliated to Osmania University
Re-accredited by NAAC with "A" Grade with CGPA of 3.49
Basheerbagh, King Koti Road, Hyderabad - 29

FINANCE COMMITTEE MEETING

Date: 10-04-15
Time: 02:00 pm
Venue: Conference Hall

AGENDA

1. Prayer by Principal
2. Presentation of the Agenda by the Chairman
3. Adopting Minutes of the Previous Meeting for Approval
4. Fixing Tuition Fees
5. Review of Examination related Fees and Budget
6. Salaries for New and Existing Faculty
7. EPF and ESI
8. Budget allocation for the Departments
9. Endowments, Scholarships & Concessions
10. Repairs and Maintenance
11. Infrastructure Development for New Courses
12. Any other matter with the Permission of the Chair
13. Vote of Thanks

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The meeting commenced with prayer invoking Lord's blessings by Rev. Fr. Vincent Arokiadas, Principal & chairperson of the committee. The chairperson welcomed the new member, Mrs. Blessy Rebecca, Accountant. The minutes of the previous finance committee meeting held on 25-06-2014 was read by Mrs. R. Anita, and was adopted by all the members unanimously.

The committee examined the fee structure of all the three years bearing in mind the viability, market demand for the course and other contextual considerations and proposed an increase of fees to be between 5% - 10% for all UG courses and was passed unanimously.

Under Graduate Courses

II year

B.Com (Regular) - Rs 33,000

B.Com (Computers) - Rs 38,000

MINUTES

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B.Com (Honors) - Rs 38,000

B.Com (Professional) - Rs 35,000

B.Sc (MPCs/MECs/MSCs) - Rs. 26,000

BSc (NHAEM) - Rs 27,000

BBA - Rs 49,000

B.A (Mass Communication) - Rs. 47,000

BA (JPE) - Rs. 32,000

III year

B.Com (Regular) - Rs 30,500

B.Com (Computers) - Rs 33,500

B.Com (Honors) - Rs 32,000

B.Com (Professional) - Rs 34,000

B.Sc (MPCs/MECs/MSCs) - Rs 25,000

B.Sc (NHAEM) - Rs 28,000

BBA - Rs 44,500

BA (Mass Communication) - Rs 43,500

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I year

B.Com (Regular) - Rs 35,000

B.Com (Computers) - Rs 40,000

B.Com (Honors) - Rs 40,000

B.Com (Professional) - Rs 40,000

B.Com (IT) - Rs 44,000

B.Sc (MPCs/MECs/MSCs) - Rs 30,000

B.Sc (NHAEM) - Rs 30,000

BBA - Rs 50,000

BBA (IT) - Rs 52,000

BA (Mass Communication) - Rs 48,000

BA (JPE) - Rs 35,000

PG Courses fee for 2015-2016

M.Com - Rs 25,000 per annum from Rs 30,000

MA (MCJ) - Rs 40,000 per annum retained as previous year

MBA & MCA - 70% as per ICET Counselling fee as decided by Govt. and 30% management quota as per demand

MINUTES

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as per demand and discretion of the Admission Committee. The same was passed unanimously.

Examination Fees : UG and PG examination fees were revised as below for the Academic year 2015-16 based on the proposal of CoE.

S.No	Particulars	Amount (Rs) UG	Amount PG (Rs)
1.	Semester main examination fee	1200/-	1800/- (MBA) 800/- (MCT)
2.	Provisional Certificate	100/-	100/-
3.	Migration fees	200/-	200/-
4.	Project Assessment	150/-	200/-
5.	Consolidated Memo	150/-	150/-
6.	Application form	20/-	20/-
7.	Revaluation per paper	200/-	200/-
8.	Backlog Examination fee	UG	MBA
	(i) upto two papers	800/-	1000/-
	(ii) More than two papers	1200/-	1800/-

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9.	Duplicate Hall Ticket	100/-	100/-
10.	Duplicate Memo	300/-	300/-
11.	Certificate Verification per Candidate through Cheque	200/-	200/-

Examination Remuneration details for 2015-2016 which were decided and approved by the Committee:

S.No	Particulars	Amount (Rs) UG	Amount (Rs) PG.
1.	Paper Setting (Theory)	300/- per set	400/- per set
2.	Paper setting (Practical) - UG B.Sc (Maths & Statistics)	250/- per set	75/- per set
3.	Paper Valuation (Theory)	15/- per script	15/- per script
4.	Paper valuation (Practical)	7/- per script	7/- per script
5.	Project Viva Voce	42/- per Project	42/- per Project
6.	Moderation	100/- per set	100/- per set
7.	Conveyance (External Examiners)	150/- per day	150/- per day
8.	Invigilation	100/- per session	100/- per session

MINUTES

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9.	Scrutiny	1/- per script	1/- per script
10.	Coding & Decoding of answer sheets	1/- per script	1/- per script
11.	Examination Dept. office staff	60/- per session	60/- per session
12.	Supporting staff	40/- per session	40/- per session
13.	Controller of Examination	150/- per session	150/- per session
14.	Chief Superintendent	150/- per session	150/- per session
15.	Squad	130/- per session	130/- per session
16.	Addl Controller of Examination	130/- per session	

The chairperson directed the examination department to prepare the budget for the next academic year based on the expenditure of last academic year and future plans.

Salaries for New faculty : It was decided that as per teaching experience, qualification, NET/SET reasonable salaries starting with basic scale will be fixed for the newly recruited faculty for the year 2015-2016. It was also decided that for existing

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faculty a reasonable increase in salary shall be given in the academic year 2015-2016

EPP and ESI - The committee approved and appreciated the introduction of EPP for teaching staff and ESI for Non-teaching staff which is benefitting the employees.

Budget allocation - The Chairperson directed the accounts department to prepare the budget for the next year so that it will give the direction for the HOD's to prepare for their department.

Endowments, Scholarship and Concessions - The chairman placed on record that the gold medals will be instituted by the college for all the courses and a systematic approach for giving three scholarship for every class (Rs 4000/-, Rs 3,000/- & Rs 2,000/-) respectively for I, II & III eligible candidates based on criteria

MINUTES

Minutes of the meetings of ' Finance Committee
of ' St. Joseph's Degree and PG college
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like academic excellence, economically backward etc. and to be given after first year and second year. It was decided and placed on record that the gold medals which were instituted by other agencies shall be continued while concession for the deserving candidates will be considered.

It was decided to continue the best practice of awarding toppers, best outgoing student, 100% attendance and also to continue giving awards for faculty for their outstanding contributions for the college.

Repairs & Maintenance :- It was placed on record that a maintenance register is maintained to record the repairs required, and the maintenance personnel is appointed to attend the same. It was also placed on record that the repairs and maintenance in the area of electronic items was increased for this academic year. It was decided that in order to

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reduce the repair & maintenance, a personnel need to be appointed apart from A/C to monitor the electronic items and rectify them as and when required.

Infrastructure development - It was resolved to develop library facilities in the extended block and need for need for more classrooms in main and extended campus. It was also decided to enhance the lab facilities as two new IT related courses are introduced in the next academic year.

Any other matter - The chairperson advised that all the experienced faculty to apply for the minor projects and focus more in research activities in the next academic year. It was also decided to conduct atleast one National Seminar per year. It was also decided to conduct another Finance Committee meeting before U Sem begins in Sept/Oct 2015. The chairperson thanked all the members & concluded at 5:00 pm.

MINUTES

Minutes of the meetings of ' Finance Committee
of ' St. Joseph's Degree and PG College
held on 10-04- 2015 at 2:00 A.M / P.M at ' Conference Hall
under the chairmanship of Shri Rev. Fr. Vincent Arokiadas.

Members Present :

1. Rev. Fr. Vincent Arokiadas - Principal 
2. Mr. B. Satyanarayana Rao - Controller of Examinations 
3. Mrs. T. Esther Ratna - IQAC co-ordinator 
4. Mrs. R. Anitha - Senior Faculty 
5. Mr. Tony - Office Assistant 
6. Mrs. Blessy - Accountant 

MINUTES

Minutes of the meetings of ¹ Finance Committee
of ² St. Joseph's Degree & PG College
held on 25.06. 2014 at 2:00 A.M / P.M at ³ Conference Hall
under the chairmanship of Shri Rev. Fr. Vincent Jeohiadass.

Members Present:

1. Rev. Fr. Vincent Jeohiadass - Principal *RVJ*
2. Prof. K. Malla Reddy - Director
3. Mrs. Esther Ratna - Administrator
4. Mrs. R. Anita - Academic Secretary
5. Mr. Sathyanarayana Rao - Controller of Examination
6. Mr. Tony - Office

Date: 25.06.2014

AGENDA

1. Fixing Tuition Fees.
2. Revising & Fixing of Examination related fees
3. Endowments, Scholarships & Concessions
4. Examination Funds and Grants related matters
5. Recruitment of faculty - Salaries for new & Existing faculty.
6. Funds allotment for each Department.
- * Any other matter with the permission of the Chair.

RVJ
PRINCIPAL

MINUTES

Minutes of the meetings of Finance COMMITTEE

of St Joseph's Degree & PG College.

held on 25.06. 2014 at 2.00 AM / P.M at Conference Hall

under the chairmanship of Shri Rev. Fr. Vincent Prokiadas.

The finance committee commenced with a prayer invoking the Lord's blessings by Rev. Fr. Vincent Prokiadas.

The Chairman welcomed the new members to the meeting. The minutes of the previous finance Committee meeting held on 15.05.2013 was read by Mrs. R. Anita, Academic Secretary and adopted by all the members unanimously.

The Committee examined the fee structure and bearing in mind the viability, market demand for the course and other contextual considerations, the fees for the Academic Year 2014 - 2015 were increased and was passed unanimously for UG and PG as under:

B.Com Regular - ₹ 30,000/-

B.Com Honors - ₹ 30,000/-

B.Sc (All Streams) - ₹ 25,000/-

B.Sc (NHAEM) - ₹ 24,000/-

B.A - Mass Communication - ₹ 45,000/-

B.Com Computers - ₹ 35,000/-

B.Com Professional - ₹ 32,000/-

BBA - ₹ 46,000/-

BA (JPE) - ₹ 30,000 (Retained the

Same) /-

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M. Com - ₹ 30,000/- Per Year	MCA - ₹ 40,000/- Per Year
MBA & MCA - 70% of the	30% of MBA & MCA Management
Seats as per Counseling	Quota Fee as per demand &
fee.	discretion of the Admission
	Committee.

It was resolved the annual increase in the fees for the current II and III years will be between ₹ 1000 - ₹ 2000 except BSC Course, bearing in mind inflation and other contextual considerations. It was decided and approved to increase the fees by 5-10% for the next academic year based on viability, market demand and other contextual factors.

MINUTES

Minutes of the meetings of ' Finance Committee
of ' St Joseph's Degree and PG College
held on 25.06 2014 at 2:00 A.M / P.M at ' Conference Hall
under the chairmanship of Shri Rev. Fr. Vincent Arokiadas

Agenda Item 2: Examination Related

Students Examination Fee matters: The examination fees were revised as under for all UG Courses for every Semester.

I Year I Semester : ₹ 1,000/- + ₹ 200/-
(Examination Processing Fee - one time payment) +
₹ 200/- Migration fee = Total ₹ 1,400/-

I Year II Semester : ₹ 1,000/-

II Year III Semester : ₹ 1,000/- & IV Semester;
₹ 1,000/-

III Year V Semester : ₹ 1,000/-

III Year VI Semester : ₹ 1,000/- + ₹ 200/-

Consolidated Memo + ₹ 150/- for Provisional Certificate =
Total 1350/-

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Project Evaluation - VI Semester for the
Courses applicable - ₹100/- for UG Courses

Backlog Papers upto 2 papers - ₹ 600.

Backlog papers 3 and more than 3 papers - ₹1,000/-

The examination fees were revised as under for
all PG Courses for every Semester:

I Year I Semester: ₹1,500/- + ₹200/-
(Examination Processing Fee - one time
payment) + ₹200/- Migration Fee = Total ₹1,900/-

I Year II Semester - ₹1,500/-

II Year III Semester - ₹1,500/- &

IV Semester ₹1,500/-

MINUTES

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III Year V Semester - ₹ 1,500/-

III Year VI Semester : ₹ 1,500/- + ₹ 200/-
Consolidated Memo + ₹ 150 for provisional
Certificate = Total 1,850/-

Project Evaluation VI Semester for the
Courses applicable ₹ 150/-

Backlog Papers upto 2 papers - ₹ 750/-

Backlog Papers 3 and more than 3 papers - ₹ 1,200/-

The various remuneration payable for the
examination duties were reviewed, revised and
fixed as below. It was resolved the following
are applicable for all UG & PG Courses for
the Academic Year 2014 - 2015 :

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Paper Setting - for External Examiners only - (a) Theory : ₹ 300 per set of Q.P (b) Practical ₹ 75/-

Valuation

(a) Theory ₹ 15/- per Script

(b) Practical (for External Examiners) ₹ 8/-

per Script Valuation (including Viva Voce),

Project : ₹ 50 per candidate including

Viva Voce

Chief Superintendent - ₹ 150/- (Per session)

Invigilators - ₹ 100/- (Per session)

Clerical Staff - ₹ 35/- (Per session)

Attender / Sub staff - ₹ 20/- (Per session)

MINUTES

Minutes of the meetings of ¹ Finance Committee
of ² St. Joseph's Degree and PG college
held on 25.06 20 14 at 2.00 A.M. / P.M at ³ Conference hall
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Squad Duties - ₹ 130/- (Per session)

Scrutiniser - Re 1/- per script

Conveyance - Local ₹ 150/- per day

Coding / Decoding - Re 1/ per script.

Moderation - ₹ 100/- per paper

Agenda Item 3: Endowments, Scholarship and Concessions.

The chairman placed on record that the following endowments / gold medals which were institute by the following can be continued:

1. Dr M. Prabhakar Reddy
2. Mrs Suguna Sheela
3. Mr. Michael

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4. Impact Education

5. Mr. Nair

6. Dr. Beinda

The Chairman placed on record that Concessions, Scholarships and installments will be provided for economically backward and intelligently bright Students.

Once again it was resolved to continue awarding the Students, which is one the best practices of the College.

₹1,000/- per student Securing 85% above in the final year examinations.

₹1,000/- for any Student Securing 100% in any Subject both internal and External.

MINUTES

Minutes of the meetings of Finance Committee
of St. Joseph's Degree and PG College
held on 25.06 20 14 at 2:00 A.M / P.M at Conference Hall
under the chairmanship of Shri Rev. Fr. Vincent Arokiadas

₹ 1,000/- per best outgoing student as per existing practice. The evaluation parameters to be taken are academic performance (overall 60% and above), outreach, contribution to College and/or outstanding meritorious achievements in Sports / Co-curricular at University / National Levels.

3 Toppers of each class to be recognized by giving certificates and mementoes.

Faculty to be encouraged and acknowledged at the end of every academic year in the area of Contribution.

Lucky teachers of the month and best activity of the month to be continued.

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Agenda Item 4 : Examination Funds and Grants Related Matter

The chairman advised the Directors and all other concerned persons to encourage/motivate the faculty and apply for the minor projects. The chairman also conveyed that it will be easy for us to get minor projects once we are rated 3.5 by NAAC.

Agenda Item 5: Salaries for New and Existing Faculty

The chairman informed that as per Teaching experience and availability of funds, salaries will be fixed for the recruited faculty. The existing faculty will be given decent increments and ESI

MINUTES

Minutes of the meetings of 1. Finance Committee
of 2. St Joseph's Degree and PG College
held on 25-06-2014 at 2:00 A.M / P.M at Conference Hall
under the chairmanship of Shri Rev. Fr. Vincent Arokiadas

for the non-teaching employees will be provided from the academic year 2014-2015.

Agenda Item 6: Funds Allotment for Each Department

The Chairman proposed to allot funds to organise departmental activities like Seminars, Workshops, Guest Lectures and encourage them to propose department wise budget. The Director expressed that minimum 2 Seminars - One National and another regional to be conducted by the college every year.

Agenda Item 7 - Any other Matter

The chairman announced that this academic year at the end of the first Semester

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- 3) The place at which the meeting was held.
- 4) At the end of the minutes Chairman or the President of the meeting and the Secretary to sign while mentioning the number of corrections made in recording the minutes of the meeting.

another Finance Committee Meeting to be conducted to review financial aspects of the College. The Chairman thanked all the members and the meeting was concluded at 5:00 P.M.

MINUTES

Minutes of the meetings of ' Finance Committee
of ' St. Joseph's Degree and PG College
held on 25.06 2014 at 2.00 A.M / P.M at ' Conference Hall
under the chairmanship of Shri Rev. Fr. Vincent Arokiadas

Members Present :

1. Rev. Fr. Vincent Arokiadas - Principal
2. Prof. K. Malla Reddy - Director
3. Mrs. Esther Ratna - Administrator
4. Mrs. R. Anita - Academic Secretary
5. Mr. Satyanarayana Rao - Controller of Examinations
6. Mr. Tony - Office

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- 3) The place at which
- 4) At the end of the m
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