



ST. JOSEPH'S DEGREE & PG COLLEGE

(Autonomous), Affiliated to Osmania University

Re-accredited by NAAC with B++ Grade(3rd Cycle)

King Koti Road, Hyderabad - 29

MINUTES OF THE 13th FINANCE COMMITTEE MEETING

The Thirteenth Finance Committee meeting was held on 13 April, 2022 Saturday at 03:00pm. in Board room. The following members were present

Rev. Fr. Dr. D. Sunder Reddy Principal & Chairman	Rev. Fr. Marreddy Correspondent
Rev. Fr. Victor Emmanuel Procurator, Archdiocese of Hyderabad	Rev. Fr. Uday Bhasker Reddy Dean, Academics
Rev. Fr. Fathima Reddy Director, Evaluations	Prof. R. Anita Controller of Examinations
Mrs. T. Esther Ratna Dean, Student Affairs	Dr. A. Danam Tressa IQAC Coordinator

The following Agenda points were discussed:

1. Prayer
2. Presentation of the Agenda by the Chairman
3. Presentation of the Minutes of the 12th Finance Meeting & Approval
4. Presentation of the Financial Audit Report and Repairs & Maintenance Statement for the financial year 2020 – 2021
5. Retrospective Approval of Institutional Budget for Academic year 2021 – 2022
6. Institutional Budget Proposal for Financial year 2022 – 2023
 - Autonomy Inspection
 - Silver Jubilee Celebrations
 - New Building Construction
 - Departmental / IQAC / Sports budget proposals
 - Infrastructure Development, Repairs & Maintenance
 - Others
7. Budget Allocation related to Employees
 - Faculty Development Programmes



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Principal

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- Facilitating Research & Consultancy
 - Salaries Structure for Existing & New Appointments
 - EPF, ESI, Gratuity and Health Insurance
 - New welfare initiatives
8. Budget Allocation related to Students
 - Fixing Tuition Fees
 - Admission related
 - Concessions & Scholarships for Economically backward and Academic Excellence
 - Student Development Activities (Academic, Co-curricular, Extra-curricular)
 - Sports Activities
 - Endowments & Awards
 9. Review of Examination related Budget and Fees
 10. Any other matter with the Permission of the Chairman
 11. Vote of Thanks

Point No. 13.01 : The meeting commenced with prayer to invoke God's blessings by Rev. Fr. Fathima Reddy, Director of Evaluations, St. Joseph's College.

Point No. 13.02 : Fr. Dr. D. Sunder Reddy ,Principal & Chairman of the committee welcomed all the members of the committee and presented the agenda of the meeting for approval.

Point No. 13.03: Presentation Minutes of the 12th Finance Meeting & Approval

The minutes of the 12th Finance Committee meeting was presented by the chairman Fr. Dr. D. Sunder Reddy, Principal and the same was adopted by the members unanimously.

Point No. 13.04: Presentation of the Financial Audit Report and Repairs & Maintenance Statement for the financial year 2020 – 2021

Rev. Fr. K. Marreddy, Correspondent presented the Financial Audit Report for the AY 2020-2021 and stated the following:

- In view of the pandemic situation, the fee structure of all the three years of UG & PG programmes were not enhanced and retained as before and installments for payment of the fees are increased for the stakeholder's convenience.

- As per the norms of the society 50% concession in fees was given to catholic students to encourage and support to pursue education.
- Informed that the staff salaries were hiked during the AY 2020 – 2021.

Point No. 13.05: Retrospective Approval of Institutional Budget for Academic year 2021 – 2022

The Chairman presented the proposed institutional budget for FY 2021 – 2022 and sought retrospective approval. He mentioned that the management took approval from HAES before utilizing the budget.

Point No. 13.06: Institutional Budget Proposal for Financial year 2022 – 2023

The chairman proposed the budget for FY 2022 -2023 on various heads with a special mention on the allocation of budget for the upcoming events and infrastructural developments like:

- Autonomy review inspection which is tentatively scheduled in the month of May, 2022.
- Silver Jubilee Celebrations of the Institution
- New infrastructural facilities like building, lift, generator in the main campus and maintenance of the existing infrastructure.
- Budget allocation for various Departments / Cells / Committees as per the need and requirement

The committee resolved to approve the proposed budget.

Point No.13.07 : Budget Allocation related to Employees

- **Faculty Development Programmes**

The committee resolved to sanction budget for various Faculty Development Programs in the areas of Research, Teaching-Learning and Quality Initiatives.

- **Facilitating Research & Consultancy**

The chairman mentioned that the faculty will be motivated to enhance their research profile and apply for research projects. He sought approval to provide seed money for minor/major projects instituted by the institution/ other institutions, and an amount of Rs. 10,000/- or 15,000/- or as per the discretion of the Principal per year for faculty pursuing PhD (as per the research policy).

- **Salaries Structure for Existing & New Appointments**

The chairman sought approval to fix salaries based on teaching experience, qualifications, NET/ SET for the newly recruited faculty for the AY 2022-2023.

Increase in Salary for the existing faculty to be based on the Performance Based Appraisal system (PBAS) and would be between 10% - 15% on the basic salary

- **EPF, ESI, Gratuity and Health Insurance**

The chairman mentioned EPF, ESI and health insurance scheme would be continued after seeking approval from HAES for the coming AY 2022-2023. The faculty representative thanked the management for taking keen interest on staff welfare during pandemic and continuing the Health Insurance Scheme for the AY 2021-2022.

- **New Welfare Initiatives**

Chairman presented the following welfare measures to be initiated

S.No	Item	Description
1	Employee related	<ul style="list-style-type: none"> ○ Interest Free Loan facility for purchase of Laptop / Desktop ○ Honorarium for faculty in roles ○ Salary enhancement after PhD Completion ○ Financial Assistance for faculty pursuing PhD (review) – as per the discretion of the Principal ○ Interest free loan to Non-Teaching Staff (review)
2	Student related	Admission related <ul style="list-style-type: none"> ○ Fee Concession for meritorious students <ul style="list-style-type: none"> ▪ 95% - Rs. 5000/- ▪ 90% to 94% - Rs. 3000/- ▪ 85% to 89% - Rs. 2000/- ▪ Full fee payment – 5% concession

The committee approved the above initiatives and appreciated the management for understanding the need of the employees.

Point No. 13.08: Budget Allocation related to Students

- **Fixing tuition fees**

The committee examined the fee structure of all three years of UG Programmes bearing in mind the viability and other contextual consideration. The committee resolved to enhance existing fees by 3% - 5% as per the general norms followed by the university.

PG fee structure

MA(Journalism & Mass Communication) fee structure to be increased by 5%

MBA –ICET counseling fee as recommended by TFRC and management fee as recommended by the management

- **Admission related** as stated above in new initiatives

- **Concessions & Scholarships for Economically backward and Academic Excellence**

Chairman mentioned that concessions and scholarships for catholic minority, economically backward & academic excellence, sports (National & International) students will be continued as before.

- **Student Development and Sports activities**

Chairman mentioned that students participating in various co-curricular and extra-curricular activities will be encouraged by the college to groom their skill and sought approval for budget allocation for the same.

- **Endowments and Awards**

Chairman placed on record that the gold medals instituted by the college and other agencies shall be continued. Chairman also mentioned that Joseph's Scholarship and Endowment Scheme (JOSES) will 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.

The members approved the above unanimously

Point No. 13.09 : Review of Examination related Budget and Fees

Prof. R. Anita, CoE, presented the income and expenditure statement of examination branch and thanked the management for constant support and facilities provided for the smooth conduction of examinations and evaluation process.

S.No	Description	Amount Proposed
1	Provisional Certificate	Rs. 200/-
2	Question Paper Setting	Rs. 600/-
3	Paper Valuation	Rs. 25/-
4	Practical Valuation	Rs. 12/-
5	Projects Valuation	Rs. 50/-
6	Moderation (i) Theory	Rs. 150/-
	(ii) Practical	Rs. 200/-
7	Invigilation	Rs. 200/-
8	Scrutiny	Rs. 3/-
9	Exam Dept	Rs. 100/-
10	Support Staff	Rs. 80/-
11	Chief Supervisor	Rs. 400/-
12	CoE	Rs. 350/-
13	Chief Superintendent	Rs. 300/-
14	Addl. CoE	Rs. 250/-
15	Squad	Rs. 250/-

The above proposed were approved by the members

Point No. 13.10: Any other matter with the permission of the chairman

The committee informed the need for IIC & Incubation center to be established in collaboration with OU. It was unanimously approved.

Point No.13:11: Vote of Thanks

Dr. A Danam Tressa, IQAC Coordinator thanked the members for their presence, contribution and help college march progressively. The meeting concluded at 4 pm.



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Principal

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