



ST. JOSEPH'S DEGREE & PG COLLEGE

(Autonomous), Affiliated to Osmania University
Re-accredited by NAAC (3rd Cycle) with B⁺⁺ Grade
King Koti Road, Hyderabad

MINUTES OF THE 14th FINANCE COMMITTEE

The Fourteenth Finance Committee meeting was held on 23rd May 2023 in the Conference hall at 11.30 am. The following members were present

1. Rev. Fr. Anthony Sagayaraja, Principal & Chairman
2. Rev. Fr.K. Marreddy, Correspondent
3. Rev. Fr.T. Victor Emmanuel, Chancellor & Procurator, Archdiocese of Hyderabad (HAES)
4. Prof. A.Danam Tressa, IQAC Coordinator
5. Prof. R. Anita, Controller of Examinations

The following Agenda items were presented, and deliberated upon :

1. Prayer
2. Presentation of the Agenda by the Chairman
3. Presentation of the Minutes of the 13th Finance Committee Meeting & Approval
4. Presentation of the Financial Audit Report and Repairs & Maintenance Statement for the financial year 2022 – 2023
5. Institutional Budget Proposal for Financial year 2023 – 2024
 - a. Departmental / IQAC / Sports/ Committees budget proposals
 - b. Infrastructure Development, Repairs & Maintenance for existing programmes
 - c. Infrastructure Development & maintenance for the new programme.
6. Budget Allocation related to Employees
 - a. Faculty Development Programmes
 - b. Research & Consultancy
 - c. Salaries Structure for Existing & New Appointments
 - d. EPF, ESI, Gratuity and Health Insurance
 - e. New welfare initiatives



- i. Incentive for Publications & NPTEL Courses
- ii. On duty Facility/ Provision as per Research & Consultancy Policy
- iii. Leave Encashment

7. Budget Allocation related to Students

- a. Fixing Tuition Fees of existing & new programmes
- b. Concessions & Scholarships for Economically backward and Academic Excellence
- c. Student Development Activities (Academic, Co-curricular, Extra-curricular)
- d. Sports Activities
- e. Endowments & Awards

8. Review of Examination related Budget and Fees

9. Any other matter with the Permission of the Chairman

10. Vote of Thanks

Point No.14.01

The Fourteenth Finance Committee meeting commenced with prayer to invoke God's blessing by Rev.Fr.Anthony Sagayaraja, Principal, St.Joseph's Degree & PG College and Chairman of Committee.

Point No. 14.02

Rev. Fr. Anthony Sagayaraja, Principal & Chairman of the Finance Committee formally welcomed all the members of the Finance Committee and presented the Agenda of the meeting for approval.

Point No.14.03 Presentation of the 13th Finance Committee Minutes & Approval

The minutes of the 13th Finance Committee Meeting was presented by the Chairman Rev.Fr.Anthony Sagayaraja, Principal and the same was approved by the members unanimously.

Point No. 14.04 Presentation of the Financial Audit Report and Repairs & Maintenance statement for the financial year 2022-2023.

Rev. Fr. K. Marreddy, Correspondent presented Financial Receipts and payments statement for the AY 2022-2023 and informed the members that the Income received from admission fee, application fee, Government funding agencies (Major and Minor research projects, seminars)



and amount spent on major items like salaries, infrastructure enhancement (new building, lift and other renovation works), research/FDPs, Concessions, faculty welfare measures (ESI, EPF, Health insurance etc.) Rent, Training partners payments etc. He also mentioned that Staff salaries were hiked by 10% as a part of increments for the AY 2022-2023.

Point No. 14.05 Institutional Budget proposal for the financial year 2023-2024.

Rev. Fr. K. Marreddy proposed the following budget details for FY 2023-2024:

- Purchase of New generator (costing Rs.11-12 lakhs) for extended campus
- Department budgets/ IQAC/ Committees/ Sports were also presented for approval
- Maintenance and repairs in the extended campus.
- Benches & furniture in the classrooms.
- Renovations of washrooms etc.
- Infrastructure development for the new Programme, BA (Digital media and mass communication).

**Budget for the Academic Year 2023 -2024
Proposed Department Budget**

S. No.	Account Header	Commerce Rs.	Business Management Rs.	Physics & Electronics Rs.	Maths & Statistics Rs.	Computer Science Rs.	Mass Comm & Journalism Rs.	Psychology Rs.	English Rs.	II Language Rs.	Total Rs.
1	Industry Academia Meet	35000	30000	24000	25000	25000	20000	19500	10000	5000	193500
2	Board of Studies	60000	30000	28000	32000	30000	25000	15000	20000	-	240000
3	Promotion/ Branding of Programmes offered by Department	-	20000	25000	30000	-	20000	-	10000	-	105000
4	Ratification	-	30000	11000	15000	-	10000	-	20000	-	86000



	of Faculty										
5	Proposal for Books - Dept. Library	500000	350000	50000	100000	10000	35000	25000	20000	-	1090000
6	Infrastructure Enhancement for Academic related (Physical, Software et.) for new programme BA (Digital Media and Mass Communication)	-	200000	200000	150000		700000	-	300000	-	1550000
7	Infrastructure Enhancement for Dept.	500000	350000	150000	100000	50000	100000	-	50000	-	1300000
8	FDP's Proposed by the Dept.	100000	100000	25000	20000	20000	20000	6000	15000	-	306000
9	Conferences (National/International) If Planned	500000	350000	-	-	50000	50000	80000	30000	200000	1260000
10	Membership/ Certifications	-	-	-	-	40000	-	-	-	-	40000



11	FDP's Certificates / Refresher Programs/ Orientations/ Conferences/ Seminars/ Research Promotions - Outside Institution	250000	250000	20000	25000	3500 0	10000	12000	30000	6000	638000
12	Guest Lectures/ Seminars/ Workshops for Students	500000	350000	20000	20000	3000 0	30000	10000	20000	16000	996000
13	Competitions/ Activities for Students	500000	300000	25000	30000	2000 0	160000	5000	30000	27000	1097000
14	Stationary	200000	250000	12000	15000	1500 0	20000	4000	5000	-	521000
15	Miscellaneous (any other field visit to students)	200000	200000	5000	5000	3000 0	20000	11000	600	-	471600
16	NPTEL	30000	50000	5000	10000		10000		-	-	105000
	Grand Total	337500 0	2860000	600000	577000	3550 00	123000 0	187500	56060 0	254000	9999100

COMMITTEES BUDGET
Academic Year 2023 - 2024

S.No.	Committee Name	Amount (Rs.)
1	Cultural Committee	34,000.00



2	Literary Committee	34,000.00
3	Choir Committee	1,80,000.00
4	Sports Committee	3,75,000.00
5	Institution Innovation Council (IIC)	1,39,000.00
6	Joseph's Social Responsibility (JSR)	75,000.00
7	National Service Scheme (NSS)	21,000.00
8	Josephs Green Group Cell (JGG)	37,000.00
	Total	8,95,000.00

IQAC Budget Proposal for AY 2023-2024

S.No	Description	Amount(Rs.)
1.	Statutory Body meetings	2,00,000
3.	Staff events	2,00,000
4.	Green Initiatives	50,000
5.	Mock Inspections	1,00,000
6.	AAA	1,00,000
7.	Infrastructure Enhancement for IQAC Laptop, Scanner with color printer Xerox machine	1,00,000
8.	FDP's Organized by the IQAC	50,000
9.	Conferences (National/International) If Planned	2,00,000
10.	Induction /Refresher Programs/Orientations/Conferences/Seminars	50,000
11.	Guest Lectures /Seminars/ Workshops for Students	30,000
13.	Stationary	50,000
14.	Any Other	1,00,000
TOTAL		12,30,000

The committee resolved and approved the proposed budget for existing and new programmes



Point No.14.06 Budget allocation related to employees

Rev. Fr. K. Marreddy, Correspondent mentioned that Staff salaries will be hiked by 10% as a part of increments for this AY 2023-2024 and EPF, ESI and Health Insurance schemes would be continued for the AY 2023-2024.

Rev. Fr. K. Marreddy presented the following welfare measures for faculty.

Research Publication	Faculty will be given 40% reimbursement for publication of 2 articles per year in UGC care Journal for encouraging the Faculty to publish
NPTEL Course	Full reimbursement of one NPTEL (National Programme on Technology Enhanced Learning) course per year
On duty faculty/ provision	Maximum 10 days on duty provision (guest faculty, resource person, consultancy work, Seminars/Conferences/FDPs etc..) as per research & consultancy policy
Leave encashment	Revoking of Leave encashment policy w.e.f. AY 2022 for casual leaves not utilized.

The members approved the proposed welfare measures for the benefit of the faculty.

Point No.14.07 Budget allocation related to student

Rev. Fr. K. Marreddy mentioned that Concessions, freeships & scholarships are given for economically backward students, Catholic students, Sports achievers at National and International level and meritorious students will be continued as before. He also mentioned that last academic year the college gave a tune of Rs 77 lakhs for Concessions, scholarships and freeships for the students



Student development activities: Rev. Fr. K. Marreddy mentioned that various co-curricular and extra -curricular activities will be encouraged by the college to upskill their talents and sought approval for the same.

Endowments and awards: Rev. Fr. K. Marreddy placed on records to continue the best practice of awarding toppers, best outgoing students, and also continue giving awards for faculty for their outstanding contributions for the college.

Fixing tuition fees

Rev. Fr. K. Marreddy mentioned that

- This academic year all the existing 16 UG I year programmes fee to be enhanced by Rs.1000/- to Rs.2000/- (2 to 3.5%) since the college did not enhance the fee from the last three years.
- The fee structure for UG II & III yrs remains the same for this Academic/ Financial year.
- New programme BA (Digital Media and Mass communication) fee to be fixed at Rs. 63,000.
- MA (Journalism & Mass Communication) I year fee to be increased from Rs.40,000/- to Rs.50,000/- from this Academic year as the fees was very low when compared to other colleges in twin cities. MA (Journalism & Mass Communication) II year fee to be hiked from Rs 40,000 to Rs 45,000/-.

The Approval for the Fee Structure was proposed by Rev. Fr. K. Marreddy and seconded by Rev. Fr. Sagayaraja and the same was duly passed.

Point No. 14.08 Review of examination related budget and fees

Prof. R. Anita, Controller of Examinations presented the proposed budget with details of expected income and expenditure of the examination branch and thanked the management for their support and facilities provided for the effective conduct of examinations.

The following changes in existing remuneration and new examination fee for one time chance Examinations w.e.f. Academic Year 2023-2024 was proposed by Prof.R.Anita. She also mentioned that other fees and remuneration details remain unchanged.



SL.NO	DETAILS	W.E.F 2023-2024
1	MA -Practical valuation	Rs. 1000 per hr (Max. Rs 4000)
2	MA - Paper valuation	Rs. 50 Per script
3	One time chance Examination Application Fee – Penalty per paper	Rs. 3000 per paper
4	One time chance – Examination Fee per paper upto two papers	Rs. 1000 per paper
5	One time chance – Examination Fee per paper for more than two papers	Rs. 2000 per paper
6	One time chance – Examination Late fee	Rs. 200
7	Minimum Amount for External Examination Valuation – UG & PG	Rs. 200
8	Addl. Controller Remuneration per session	Rs .300
9	Scrutiny	Rs 2
10	Coding & Decoding	Rs 2
11	Examination Committee Member Remuneration per session	Rs. 250

The proposed Fee and Remuneration was approved by all the members.

Rev.Fr.T. Victor Emmanuel enquired about whether the examination's application fees are collected offline or online payments. Rev. Fr. K. Marreddy stated that the application fees are collected by respective class in-charges and the same is submitted to the exam branch and the amount is then deposited in the bank account.

Rev.Fr.T. Victor Emmanuel asked why examination fees are collected separately and not included in college fees and enquired whether osmania university also does the same. Rev. Fr. K. Marreddy replied that examination fees are collected separately and we follow Osmania University norms.



Point No. 14.09 Any other matter with the permission of the chairman

- With the permission of the Chairman, Prof. R. Anita inquired regarding honorarium for faculty in roles (HoDs, Deans and IQAC) which was mentioned in last year's Finance Committee minutes.
- Rev. Fr. K. Marreddy mentioned that it was added in their annual increment and from this academic year father sought approval for the paying honorarium of Rs 1500- Rs 2000 per month separately instead of including in increments for faculty in roles.
- Rev. Fr. K. Marreddy informed the members that the college gave an incentive of an amount equivalent to their salary to examination staff last academic year and will continue to give this year too. He also informed that the Controller of Examinations is paid Rs 5000/- per month and Additional Controller of Examinations is paid Rs 2500/- per month as honorarium.
- Rev. Fr. K. Marreddy mentioned Admission Committee members are given incentive for doing admissions during the summer holidays. He also stated that all the staff who discharge the duties given in summer will be paid an incentive.
- Prof. R.Anita stated that the management gives an additional increment of Rs 5000/- to faculty on their completion of Ph.D and whether the same can be placed on records.

The members agreed all the above mentioned and approved the same.

Point No. 14.10 Vote of Thanks

Prof. A. Danam Tressa, IQAC Coordinator proposed a formal vote of thanks. She thanked all the Management and Finance Committee members for their suggestions and support for the development of the college.

The meeting concluded at 12.45 pm.

[Handwritten signature]
30/8/23

