SHRI RAMKRISHNA SEVA MANDAL
॥ बहुजन हिताय बहुजन सुखाय ॥

Anand Pharmacy College, Anand

(An Autonomous College under UGC regulations, 2023)

(Managed by Shri Ramkrishna Seva Mandal)
(Approved by PCI, NAAC Accredited – A+ Grade, 3.38 CGPA)

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1st Finance Committee meeting

Minutes of Meeting

The First Meeting of finance committee was held on 10th September, 2024 (Tuesday), at Board Room of Anand Pharmacy College.

Attendance record: The members present is recorded in Annexure -1.

Mr. Sunny Macwan welcomed all members and initiated the meeting.

The agenda wise discussion is as follows:

Agenda 1: Introduction of Members:

Mr. Sunny Macwan introduced the members with the designation in the committee.

Agenda 2: Finalization of roles and responsibilities of members:

Dr. Tejal R. Gandhi the Chairman of the committee reviewed the roles and responsibilities as per the norms of UGC and she explained to Mr. Bhavesh Thakkar, the finance officer and member secretary of the committee that his role will be vital in the functioning of the committee and will be responsible for all the work related to finance committee.

Agenda 3: Review of Budget utilization 2023-24:

The utilization of budget during the financial year 2023-24 was reviewed by the Chairperson and finance officer was instructed to make necessary changes in the budget of financial year 2024-25 after taking into consideration the expenses in the financial year 2023-24. All the members took note of the changes required.

Agenda 4: Approval of Exam related expenses:

Dr. Rajesh, Controller of Examination was invited in the meeting with respect to the examination expenses that would be incurred due to conferment of autonomous status to the institution. He explained the details of income and various heads of expenses, where discussion and justification for the same was presented. Chairman suggested to remove the few expenses as per GTU which would not be incurred as the college staff will be involved in the conduction of examination. After all consideration and justification by Dr. Rajesh, it was requested to make necessary changes in the excel and submit it to finance officer.

Agenda 5: Review & Approval of Proposed budget 2024-25:

The proposed budget for the year 2024-25 was presented and reviewed. The Chairman suggested modifying the budget heads to align with NIRF requirements, aiming to improve the institution's ranking.

Agenda 6: Any other matter with the approval of chairperson:

The chairperson concluded the meeting with thanks to all members.