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)

2nd Finance Committee meeting

Minutes of Meeting

The second meeting of finance committee was held on 8th April, 2025 (Tuesday), at Board Room of Anand Pharmacy College.

Attendance record: Dr. Kalpana Patel the Senior Most faculty nominated by the principal was unable to attend to the meeting due to some unforeseen circumstances. The member's present is recorded in **Annexure -1.**

The agenda wise discussion is as follows:
Agenda, Proceedings and Resolution

Agenda 1: Review and Approval of Last meeting minutes

Proceedings:

Last meeting minutes held on 10th September,2024 was reviewed and approved by all the members of the committee.

Agenda 2: Review of the approved budget utilization for the financial year 2024-25.

Proceedings:

Mr. Bhavesh Thakkar, the Finance Officer presented the details related to budget utilization against the approved budget utilization for the financial year 2024-25. The budget was reviewed head wise thoroughly and in detail discussed with concerned persons for deviation if any and it was unanimously reviewed and approved by all members. **Annexure-2**

While going through the utilization of the budget -2024-25 it was found that few heads like IT, Exam Related Expenses, Industrial Visit were less compared to approved budget. It was presented by Mr. Sunny on discussion with IT head that total computers available were as per statutory norms and for new courses it will be purchased once approval is received for the same. Exam related expenses included supplementary and other stationery purchase which were recorded under Printing and stationery head and was found to be satisfactory. The remuneration disbursement for autonomous examination is in process and will be disbursed in the 1st quarter of financial year 2025-26. Industrial visit amount was not fully utilized till 31st March-2025, as co-ordinator of industrial visit had informed that the industry visits of different programs are ongoing.

During the discussion it was found that two meetings were convened for finance committees so it is advisable to conduct meeting quarterly.

Agenda 3: Review & Approval of Proposed Budget 2025-26.

Proceedings:

The proposed budget for the financial year 2025-26 was reviewed and it was suggested that looking to last year's budget utilization, meticulous planning to be done related to each head of budget. Also, it was discussed that for instrument maintenance, optimal utilization to be done.

Chairman approved the budget and instructed finance officer Mr. Bhavesh Thakkar to keep strict watch on the utilization and has to update every quarter to Chairman. In the first fortnight of October month, for this year and every year, the revision of the budget has to be done by keeping eye on the expenditure. The heads of the respective department who have been instructed to utilize the budget in the 1st and 2nd quarter of financial year 2025-26 and could not utilize without any genuine reason, their budget will be transferred to the heads where the budget is essential. The revised version of the budget will be prepared in the month of October looking into all details of revision. **Annexure-3.**

Agenda 4: Review of Exam related expenses:

Proceedings:

Dr. Rajesh Parmar, 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 for the AY 2025-26. He explained the details of income and various heads of expenses, where discussion and justification for the same was presented. Dr. Rajesh proposed the examination fees for the 3rd and 4th Sem M. Pharm as there will be ITD, MTD and FTD. Proposed fees Rs.2000 per student for DP-1 and DP-2 each was approved by all the members of finance committee after detailed discussion. The exam fee for the 3rd and 4th Sem B. Pharm remains same per subject similar to 1st and 2nd year B. Pharm but the total amount may vary due to changes in number of subjects in semester. The detailed financial sheet related to examination is attached herewith as **Annexure-4.**

Agenda 5: Any other matter with the approval of chairperson:

Proceedings:

1) **Creation of Endowment fund:**

   As per suggestion by experts in Academic Council, it was discussed in the meeting to establish "endowment fund". With respect to same APC endowment funds is established with the objective to benefit the faculty, students & research scholar for research, innovation, entrepreneurship or any other activities from the interest received.

Bhavesh KCPatel

2) Increment of Rs.1000/- in Add-on course fee: -

As per the discussion with Academic head and Admission counselor and their suggestions it was suggested to increase the certificate courses fees by Rs.1000/- for M. Pharm students. This fee increase is aimed at the overall development of students by providing knowledge and opportunities beyond the regular syllabus.

3) Transfer of STUDENT WELFARE/AID FUND at institute to SRKSM APC STUDENT WELFARE FUND:

The amount under the Student Welfare/Aid Fund is to be transferred at SRKSM APC student welfare fund. The amount of interest received will have to be used for distribution of scholarship to deserving students.

Institute is supporting the deserving students who are really in need of support and due unavoidable circumstances they are not able to get assistance from any Govt. or any other scholarship agencies since 2013. From academic year 2025-26, it was decided to distribute Rs. 4000/- to students instead of Rs. 2500/- to deserving students.

Dr. Tejal Gandhi with a of anticipation of work as per schedule concluded meeting.