



27.08.2015

**Minutes of the Finance & Accounts Committee meeting held on 23-08-2015**

A meeting of the Finance Committee of the University was held on August 23<sup>rd</sup> 2015 at 11.30 A.M. in the conference hall of the Vice Chancellor's Chamber. The following members attended the meeting:

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|--|------------------|
| 1. Dr. C. Thangaraj, Vice Chancellor – VFSTR     | Chairman         |
| 2. Dr. Y. Sarat, Director Allatus, Hyderabad     | BOM Nominee      |
| 3. Mr. K. Pawankrishna, CEO Vignan Group (Vizag) | Member           |
| 4. Mandadi Chalapathi Rao ( Advocate)            | Member           |
| 5. Mr. R. Sambaiah, Finance Officer – VFSTR      | Member Secretary |

The Agenda of the Meeting was as follows:

- Confirmation of the Minutes of the previous meeting
- Review of Financial Statements for the year 2014-15
- Review of Budget for the F.Y.2015-16
- Cash Budget for F Y 2015-16
- Any other matter with the permission of the chair.

The Finance Officer has welcomed all the members who attended the meeting.

The Finance Officer has made a power point presentation. He has read out the minutes of the previous meeting. The suggestions made by various members in the last meeting were replied by the Finance Officer and the justifications were made wherever required. The Financial statements (Provisional) for the F.Y.2014-15 and comparison of the Budget allocations for the F.Y.2015-'16 and actual expenditure incurred from April 2015 to July 2015 were presented to the members

As a long discussion took place in the previous meeting held on 11.06.2015 regarding the basis of accounting to be followed whether cash basis or accrual basis, the Finance officer placed the extract from the University Manual before the members of Finance Committee which says that accounts are to be prepared on cash basis. Members also went through the manual thoroughly and recommended to change the basis of Accounting to accrual basis and to put the same in BOM also.



A long discussion took place on fee dues from students. Dr. Sarat has suggested for insisting a no due certificate from every student for each Semester and Registration should not take place and hall ticket should not be issued unless a no due certificate is submitted by the students.

As the dues pending from final year B Tech are high, Vice chancellor suggested to send a circular to departments mentioning to bring back the students whose fees is pending and went to internships without clearing their dues.

Finance Officer explained that various steps are being taken by the finance department to recover the fee dues from students. Finance department is sending weekly circulars to the departments mentioning the dues from students, list of students and amount of dues and advising Department of IT services to hold the attendance and send messages to the students and parents to clear the dues.

Member Mr. Pavan Krishna has made some suggestions to have software for the University which should not allow the students to register for the semester and have attendance unless the registration is done

Vice Chancellor suggested to have a separate accounting for Training fee collected and the expenditure for Training Program should be incurred through the same account, as it attracts Service Tax.

The suggestions of the members were accepted by the Committee. The Finance Officer has thanked all the members for various suggestions and the views expressed by them and the meeting concluded.

Thanking you,

Yours Sincerely,



Finance Officer



Copy to: PA to Vice-Chancellor  
PA to Registrar  
PS to Vice Chairman





**Minutes of the Finance & Accounts Committee meeting held on 11-06-2015**

A meeting of the Finance Committee of the University was held on June 11<sup>th</sup>-2015 at 10.30 A.M. in the conference hall of the Guest House in the University Campus. The following members are attended the meeting:

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|--|------------------|
| 1. Dr. C. Thangaraj, Vice Chancellor – VFSTR         | Chairman         |
| 2. Mr. Commodore M.S. Raghunathan, Registrar – VFSTR | Spl. Invitee     |
| 3. Dr. Y. Sarat, Director Allatus, Hyderabad         | BOM Nominee      |
| 4. Mr. K. Pawankrishna, CEO Vignan Group (Vizag)     | Member           |
| 5. Mr. R. Sambaiah, Finance Officer – VFSTR          | Member Secretary |

The Agenda of the Meeting was as follows:

- Confirmation of the Minutes of the previous meeting
- Review of Financial Statements for the year 2014-'15
- Review of Budget for the F.Y.2015-'16
- Any other matter with the permission of the chair.

The Finance Officer has welcomed all the members who attended the meeting.

The Finance Officer has made a power point presentation. He has read out the minutes of the previous meeting. The suggestions made by various members in the last meeting were replied by the Finance Officer and the justifications were made wherever required. The Financial statements (Provisional) for the F.Y.2014-15 and the Budget proposals for the F.Y.2015-'16 were presented to the members.

The F.O. has informed about the closure of UCO bank loan and subsequent sanction of overdraft by Dhanalakshmi Bank, Guntur for an amt. of Rs.9.0 Crores to fill the short term financial deficit for the current financial year. This facility is utilized to an extent of Rs.5 crore to meet the short fall of funds during the months of May & June. This facility may be utilized in the future semesters also, when required.

Finance Officer has brought to his notice that the statements, both hard and soft copies were provided and the PA was asked to bring them to the notice of the V.C.



Dr. Sarat has suggested to keep the records separately for advertisement, for print media and hoardings. As the expenditure for advertisement & promotional activities is continuously increasing during the past three years a separate record is to be maintained.

The Vice Chancellor has observed that amount of merit scholarships and concessions given to the students is growing and reaching considerable portion of the total fee income. The members asked whether with that scholarships and concessions running of University is possible and what would be the number of paid students required for making the university into breakeven.

The Finance Officer explained that by making the courses more attractive leading to higher intake of students. He said that we can slowly move on to breakeven status, by improving the no. of admissions to core branches.

The Vice Chancellor has suggested to nominate a Chartered Accountant as an external member in the Finance Committee.

The Finance Officer has informed members about the viability study conducted by the department at the behest of the Chairman based on the financials for the year 2014-'15. Discussion took place on the course of action to be followed by the departments which are not found to be self-sufficient. Dr. Sarat has suggested to explore the possibilities of strengthening the departments by making the courses more attractive leading to higher intake of students. He also expressed that the evaluation of the new courses was not done and as such no corrective action was taken to make these courses more industry relevant. He has also suggested that before starting new courses a thorough discussion in the Academic Council should be done and should be based on surveys conducted in this regard as well as viability study with break even analysis.

Member Mr.Pavan Krishna has made some suggestions and emphasized on preparation of the accounts on accrual basis only instead of cash basis.

The comments and suggestions were called from the Heads of these Departments the steps to be taken for improving the viability and making the departments self reliant.

The suggestions of the members were accepted by the Committee. At the end of the deliberations the budget was approved by the Finance Committee and recommended for placement before the BOM.

The Finance Officer has thanked all the members for various suggestions and the views expressed by them and the meeting concluded.

Thanking you,

Yours Sincerely,

  
Finance Officer



Copy to: PA to Vice-Chancellor  
PA to Registrar  
PS to Vice Chairman