



GOVERNMENT COLLEGE OF ENGINEERING AMRAVATI – 444 604

(An Autonomous Institute of Govt. of Maharashtra)

Towards Global Technological Excellence

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Minutes of 26th meeting of Finance Committee held on 05th October 20 at 03:00 pm

26th meeting of Finance Committee was held on 05/10/2020 at 03.00 p.m. at Govt. College of Engineering, Amravati and following members were present.

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|----------------------|---|------------------|
| 1. Prof. R.P. Borkar | - | Chairman |
| 2. Mr. V. S. Jadhav | - | Member |
| 3. Mr. Sanjay Supe | - | Member |
| 4. Dr B. D. Karhad | - | Member |
| 5. Dr D. V. Jadhav | - | Member |
| 6. Dr V. N. Ghate | - | Invited Member |
| 7. Dr Rajesh Sharma | - | Invited Member |
| 8. Dr. S. N. Khante | - | Member Secretary |

The Member Secretary Dr Khante welcomed all the members. Prof. Borkar, Chairman also welcomed all members. Shri A. G. Kanhake, Administrative Officer and member of committee was absent due to medical reason with due intimation, therefore leave of absence was granted to him.

At the outset Member Secretary explained the Hon'ble members, the Book of Enclosures and documents put before them for meeting and narrated that it is arranged in the form of agenda notes, Book of enclosures I (all documents except Budget 20-21) and Book of enclosures II for Budget.

Item 1: To read and confirm minutes of 25th Finance Committee meeting held on 11/09/19

The minutes of meeting of 25th Finance Committee meeting held on 11/09/2019 were read, approved and confirmed with following suggestions.

The item No. 1 should be read as **Item 1: To read and confirm minutes of 24th Finance Committee meeting held on 02/09/19-12/02/19**

Item 2: To note and approve action taken on minutes of meeting of 25th Finance Committee meeting held on 11/09/2019

The action taken on minutes of meeting of 25th Finance Committee Meeting were noted and approved as per tabular form given below.

Sr. No.	Item No.	Action to be taken	Action taken by respective in-charges	Action suggested / proposed by current finance Committee
1	2	Preparation of Assets register	Details of various buildings are available with BWC, also equipment/furniture, central DSR is prepared. Preparation of Assets register is under progress	<ul style="list-style-type: none"> Hon'ble members, Shri V S Jadhav and Shri Sanjay Supe insisted for Preparation of Assets register at the earliest. There shall be two asset registers. All the assets shall be transferred to central assets register from the departmental DSR, if any. However, Prof. Borkar suggested that since establishment of college from 1964, taking entries in central dead stock register is huge task, instead a photo copy of DSR of all departments in bound form will be taken in Central store. All members agreed upon it. It was decided that the asset register for buildings shall be prepared by Member Secretary Planning and Evaluation Committee. The asset register for equipment shall be prepared by Procurement officer at central store. It was decided to complete the work by March 31st 2021. The concern shall update The Chairman progress of work regularly at least bimonthly. Some members suggested that if it is not possible to take entry on DSR, internally the work may be outsourced, with due permission from competent authority. The obsolete and nonworking equipment should be written off. The ERP software may be used for this
2	2	The central store for the institute shall be established	Central store is established. Central purchase is done through central procurement committee which includes departmental coordinator	
3	2	The equipment in all departmental Dead Stock registers are to	Central DSR is prepared in November 2019. Entries of last yrs.	

		be entered to central Dead Stock register	GeM purchases are recorded on central DSR recording on earlier DSR items is in progress.	<p>purpose.</p> <ul style="list-style-type: none"> The members expressed their satisfaction as central DSR is prepared.
4	2	startup projects policy need to be framed	Committee report awaited.	<ul style="list-style-type: none"> The student policy was submitted. The committee approved the policy, appreciated efforts taken and suggested following changes. <ol style="list-style-type: none"> Specify account Head from where the funds will be made available. Preface may be added that for technical events such as training, patent, industrial visit, etc. students were sanctioned some amount by the Head of Institute previously also. This policy is documentation to systematize the process. The components of the policy should be presented in tabular form. Startup should be included in the policy. <p>Dean R & D shall prepare revised document. The Chairman, Finance Committee is authorized to approve the final document.</p>
5	2	advances to the staff and its non-clearance	In last meeting upper limit for advances were decided. It was also	<ul style="list-style-type: none"> The committee expressed its satisfaction about efforts taken for clearing pending advances. Suggested following changes to policy <ol style="list-style-type: none"> The advances are to be cleared within 6 months. No additional advance shall be issued before