

**Minutes of the 3rd Meeting of
Board of Management & Finance Committee
Held on 29th May 2017**

The 3rd Meeting of the Board of Management & Finance Committee was held on 29th May, 2017 at 11:00 AM at the Central Board Room [MC-301] of Marwadi University. The meeting was chaired by Mr. Ketan Marwadi, President, Marwadi University.

The Agenda for the day was taken up as below:

Item No. 1 – Confirmation of the Minutes of the 2nd Meeting of the Board of Management & Finance Committee of the University held on 20th January, 2017.

The Minutes of the 2nd Meeting of the Board of Management & Finance Committee of the University held on 20th January, 2017 was circulated amongst the members of the Board for their comments / observations. No comments/observations were received from any of the members.

The Board was requested to consider the same and confirm the Minutes.

The Board agreed to confirm the Minutes and resolved as below:

Resolution:

RESOLVED, the Minutes of the 2nd Meeting of the Board of Management & Finance Committee of the University held on 20th January, 2017 are **CONFIRMED**.

Item No. 2 – Action Taken Report of the Minutes of the 2nd Meeting of the Board of Management & Finance Committee of the University held on 20th January, 2017.

The Action Taken Report on the resolution of the said board meeting was placed before the Board for consideration and was requested to accept.

The Board considered the same and resolved as below:

Resolution:

RESOLVED, the actions taken on the decisions of the 2nd Meeting of the Board of Management & Finance Committee of the University held on 20th January, 2017 are **ACCEPTED** as reported.

Item No. 3 – Consideration of Annual Accounts of the University – Financial Year 2016-17.

Mr. Hardik Dhulia, Accounts Officer of the University was requested to present Annual Books of Account for the Financial Year 2016-17. The members present in the meeting discussed upon the revenues generated through consultancy projects undertaken by the University.

The members considered and resolved as below;

Resolution:

RESOLVED that, the Annual Accounts of Marwadi University for the Financial Year 2016-17 stands accepted and shall be presented in the meeting of Board of Governance for approval.

Item No. 4 – Review on Income and Expenditure for the Financial Year 2016-17.

The Income and Expenditure statement for the Financial Year 2016-17 was presented for discussion and consideration. The Committee noted the movement in income and expenditure and was requested to consider the Incomes and Expenditure.

Resolution:

RESOLVED that, Income and Expenditure for the Financial Year 2016-17 stands accepted and shall be presented in the meeting of Board of Governance of Marwadi University for approval.

Item No. 5 – Submission of Books of Accounts to IT Department: Financial Year 2016-17.

Mr. Hardik Dhulia, Accounts Officer of the University informed the committee members that the Books of Accounts of the University has been prepared and the same shall be submitted to the Income Tax Department for the Financial Year 2016-17 in due course of time after statutory auditor approved the same.

Resolution:

RESOLVED that, Books of Accounts as presented stands accepted and shall be presented in the meeting of Board of Governance of Marwadi University for approval.

Item No. 6 – Infrastructure & Establishment of New Institutes: Financial requirements on expansions Academic Year 2017-18.

It was presented that the University shall be proposing below New Institutes in the Academic Year 2017-18.

- Faculty of Pharmacy :
- Faculty of Law :
- Faculty of Physiotherapy :

The detailed financial and infrastructure requirement for establishment and smooth functioning of the Institute was put-up to the committee members for consideration.

The members present discussed and resolved as below;

Resolution:

RESOLVED that, Financial and Infrastructure requirements as presented stands accepted and shall be presented in the meeting of Board of Governance for approval.

Item No. 7 – Projections: Income & Expenditure Financial Year 2017-18

The projected revenue and expenditure for the Financial Year 2017-18 was presented. The members present in the meeting discussed upon the probable revenue receipts and explore the ways to increase the revenue through undertaking consultancy projects and research and development activities.

The members discussed and resolved as below;

Resolution:

RESOLVED that, Income & Expenditure projection shall be accepted as presented and shall be presented in the meeting of Board of Governance for approval.

Item No. 8 – Review on Utilization of Departmental Budgets: Financial Year 2016-17.

The utilization of Departmental Budgets as allocated was presented for review and consideration as below;

Departments	Financial Year 2016-17
Mechanical Engineering	1,811,693
Civil Engineering	1,844,472
Computer Engineering	1,036,699
Electronics and Communications Engineering	3,368,116
Information Technology Engineering	572,695

Environmental Science and Engineering	6,857,499
Faculty of Management	995,513
Faculty of Computer Application	1,828,541
Electrical Engineering	1,321,421
SUB- TOTAL (A)	19,636,650
GENERAL/COMMON EXPENSES	
Salary Expenses	149,745,049
Administrative Expenses	13,677,453
Advertising & Marketing Expenses	7,293,819
Electricity Expenses	8,079,303
Repair & Maintenance Expenses	6,028,005
Housekeeping Expenses	3,881,323
Security Expenses	2,376,158
Staff Related Expenses	1,535,834
Library Expenses	4,339,351
Placement Related Expenses	2,189,021
Financial & Banking Charges	58,932
SUB- TOTAL (B)	199,204,248
GRAND TOTAL (A+B)	218,840,898

The members discussed, considered and resolved as below;

Resolution:

RESOLVED that, Utilization of Departmental Budgets for the Financial Year 2016-17 stands accepted and shall be presented in the meeting of Board of Governance for approval.

Item No. 9 – Allocation of Department Budgets: Financial Year 2017-18.

The Allocation of Departmental Budgets for Financial Year 2017-18 was presented for review and consideration as below;

Department	Financial Year 2017-18
Mechanical Engineering	2,225,000
Civil Engineering	2,475,000
Computer Engineering	1,593,000

Electronics and Communications Engineering	4,750,000
Information Technology Engineering	781,000
Environmental Science and Engineering	8,325,000
Faculty of Management	1,154,310
Faculty of Computer Application	6,250,000
Electrical Engineering	1,625,000
SUB- TOTAL (A)	29,178,310
GENERAL/COMMON EXPENSES	
Salary Expenses	185,000,000
Administrative Expenses	17,500,000
Advertising & Marketing Expenses	8,000,000
Electricity Expenses	9,000,000
Repair & Maintenance Expenses	7,000,000
Housekeeping Expenses	4,250,000
Security Expenses	2,750,000
Staff Related Expenses	4,000,000
Library Expenses	5,250,000
Placement Related Expenses	2,750,000
Financial & Banking Charges	100,000
SUB- TOTAL (B)	245,600,000
GRAND TOTAL (A+B)	274,778,310

The members discussed, considered and resolved as below;

Resolution:

RESOLVED that, Allocation of Departmental Budgets for the Financial Year 2017-18 stands accepted and shall be presented in the meeting of Board of Governance for approval.

Item No. 10 – Fees Structure: Academic Year 2017-18

The Fees structure for the Academic Year 2017-18 was presented for consideration and approval from the Members of the Board. The proposed Academic fees were derived while considering the factors like the overhead costs, salary increments, developmental expenditures and inflationary costs. The fees structure included the details like the Tuition fees, caution deposit, fees towards language lab, University enrollment fee, University affiliation fee, registration form & Uniform as well as kit for the students.

The board members were requested for consideration and approval of Fees Structure for Academic Year 2017-18.

Resolution:

RESOLVED that the proposed Fees structure stands accepted and shall be presented in the meeting of Board of Governance for approval from Academic Year 2017-18.

Item No. 11 – Hostel Fees for the Year 2017-18.

The Hostel Committee of University has proposed hostel fees structure for the Year 2017-18. The structure has been proposed based upon students intake and based upon the fess structure opted for the Year 2016-17. Recommended fees are mentioned as below for consideration and approval.

Hostel Fees Structure			
Description	AC-ROOM	NON-AC ROOM	DORMITORY
Full Year Fees	127,500	77,500	57,500
Installment Fees First half	67,500	42,500	32,000
Second half	65,000	40,000	28,000

The members present discussed and looking at the regional constraints as well as current admission scenario, decided to keep the same fee structure for the upcoming year.

Resolution:

RESOLVED that, the proposed Hostel Fees shall be adopted and implemented for the Academic Year 2017-18 and shall be put up in the meeting of Board of Governance for approval.

Item No. 12 – Transport Fees for the Academic Year 2017-18.

The Transport Committee of University has proposed transport fees structure for the Academic Year 2017-18. The structure has been proposed based upon students intake and based upon the fess structure opted for the Year 2016-17. Recommended fees are mentioned as below for consideration and approval.

Transport Fees Structure:		
Description	Rajkot	Morbi/Gondal/Dhrol/Wankaner
Full Year Fees	Rs. 16000/-	Rs. 21000/-
Installment Fees	Rs. 10000/-	Rs. 13000/-
	Rs. 7000/-	Rs. 9000/-

The members present, discussed and looking at the regional constraints as well as current admission scenario, decided to keep the same fee structure for the upcoming year.

Resolution:

RESOLVED that, the proposed Transport Fee Structure shall be adopted and implemented for the Academic Year 2017-18 and shall be presented in the meeting of Board of Governance for approval.

Item No.13: Approval of HR Policies.

HR policies and procedures provide guidelines on employer-employee relationships, which impart information on acceptable norms of behavior, work schedules, conflict resolution and disciplinary measures. The policies framed were presented to the members for suggestions and consideration.

The members present in the meeting discussed and resolved as below;

Resolution

RESOLVED that, the draft HR policies of Marwadi University shall be considered for implementation and shall be put-up to the Board of Governance - Marwadi University for its approval.

Item No. 14: Appointment of Key Officers of Marwadi University

The guidelines issued by UGC with respect to Appointment of Key Officers - Provost, Registrar, and Controller of Examinations & Accounts Officers was presented to the members present in the meeting.

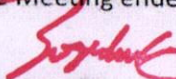
It was shared that Marwadi University shall frame its policy in accordance to the guidelines shared by UGC and shall adhere while adopting its process.

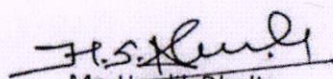
The members present in the meeting discussed and resolved as below;

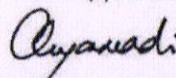
Resolution

RESOLVED that, the draft policy with reference to the appointment of Key Officers of Marwadi University shall be considered for implementation and shall be put-up to the Board of Governance - Marwadi University for its approval.

The Meeting ended with Thanks to the Chairperson.


Dr. Y P Kosta
Provost – Marwadi University


Mr. Hardik Dhulia
Accounts Officer – Marwadi University

Approved

Mr. Ketan Marwadi
President – Marwadi University

**Minutes of the 4th Meeting of
Board of Management & Finance Committee
Held on 8th February, 2018**

The 4th Meeting of the Board of Management & Finance Committee was held on 8th February, 2018 at 10:30AM at the Central Board Room [MC-301] of Marwadi University. The meeting was chaired by Mr. Ketan Marwadi, President, Marwadi University.

The President welcomed all the distinguished members of the Board of Management & Finance Committee.

The Agenda for the day was taken up as below:

Item No. 1 – Confirmation of the Minutes of the 3rd Meeting of the Board of Management & Finance Committee of the University held on 29th May, 2017.

The Minutes of the 3rd Meeting of the Board of Management & Finance Committee of the University held on 29th May, 2017 was circulated amongst the members of the Board for their comments / observations. No comments/observations were received from any of the members.

The Board was requested to consider the same and confirm the Minutes.

The Board agreed to confirm the Minutes and resolved as below:

Resolution:

RESOLVED, the Minutes of the 3rd Meeting of the Board of Management & Finance Committee of the University held on 29th May, 2017 are **CONFIRMED**.

Item No. 2 – Action Taken Report of the Minutes of the 3rd Meeting of the Board of Management & Finance Committee of the University held on 29th May, 2017.

The Action Taken Report on the resolution of the said board meeting was placed before the Board for consideration and was requested to accept.

The Board considered the same and resolved as below:

Resolution:

RESOLVED, the actions taken on the decisions of the 3rd Meeting of the Board of Management & Finance Committee of the University held on 29th May, 2017 are **ACCEPTED** as reported.

Item No. 3 – For Further expansions and considering the need of additional infrastructure Loan to be availed from Banks/ Financial Institution.

It was presented that the University is planning to add new course like Nursing, physiotherapy, Law etc. for that purpose University require to infuse fund for Capex. It is proposed to avail Loan from existing banker/ financial institutions.

The detailed financial and infrastructure requirement for establishment and smooth functioning of the Institute was put-up to the committee members for consideration along with cost estimation and requirement of borrowings.

The members present discussed and resolved as below;

Resolution:

RESOLVED that, Additional Financial and Infrastructure requirement as presented stands accepted and shall be presented in the meeting of Board of Governance for approval.

Item No. 4 – Projections: Income & Expenditure Financial Year 2018-19.

The projected revenue and expenditure for the Financial Year 2018-19 was presented. The members present in the meeting discussed upon the probable revenue receipts and explore the ways to increase the revenue by offering other short term courses as well as by planning some cost effective methods in administration.

The members discussed and resolved as below;

Resolution:

RESOLVED that, Income & Expenditure projection shall be accepted as presented and shall be presented in the meeting of Board of Governance for approval.

Item No. 5 – Review on Utilization of University Budgets: Financial Year 2017-18.

The utilization of University Budgets as allocated was presented for review and consideration by Mr. Hardik Dhulia, Accounts Officer of the University.

EXPENSE HEAD	Rs. In Lacs
Salary Expense (Teaching + Non-Teaching)	3337.78
Bank & Finance Charges	513.76
Hostel Expense	650.51
Transportation Expense	378.61
Administrative Expense	417.93
Advertisement & Marketing Expense	175.76
Repairing & Maintenance Expense	186.44
Electricity Expense (Net of Recovery)	129.64
Student Related Expense	367.07
House Keeping Expense	65.71
Staff Related Expense	106.79
Library Expense	21.97

The members discussed, considered and resolved as below;

Resolution:

RESOLVED that, Utilization of Departmental Budgets for the Financial Year 2017-18 stands accepted and shall be presented in the meeting of Board of Governance for approval.

Item No. 6 – University Budgets: Financial Year 2018-19

The Allocation of University Budgets for Financial Year 2018-19 was presented for review and consideration as below;

EXPENSE HEAD	Rs. In Lacs
Salary Expense	3500.00
Bank & Finance Charges	825.00
Hostel Expense	900.00
Transportation Expense	475.00
Administrative Expense	375.00
Advertisement & Marketing Expense	250.00

Repairing & Maintenance Expense	300.00
Electricity Expense (Net of Recovery)	275.00
Student Related Expense	275.00
House Keeping Expense	125.00
Staff Related Expense	100.00
Library Expense	45.00

The members discussed, considered and resolved as below;

Resolution:

RESOLVED that, Allocation of University Budgets for the Financial Year 2018-19 stands accepted and shall be presented in the meeting of Board of Governance for approval.

Item No. 7 – Fees Structure: Academic Year 2018-19

The Fees structure for the Academic Year 2018-19 was presented for consideration and approval from the Members of the Board. The proposed Academic fees were derived while considering the factors like the overhead costs, salary increments, developmental expenditures and inflationary costs. The fees structure included the details like the Tuition fees, caution deposit, fees towards language lab, University enrollment fee, University affiliation fee, registration form & Uniform as well as kit for the students.

The board members were requested for consideration and approval of Fees Structure for Academic Year 2018-19.

The detailed course wise fees structure has been presented as an Annexure.

Resolution:

RESOLVED that, the proposed Fee structure stands accepted and shall be presented in the meeting of Board of Governance for approval and implementation from Academic Year 2018-19.

Item No. 8 - Hostel Fees for the Academic Year 2018-19.

The hostel committee of Marwadi University has proposed hostel fees structure for the Year 2018-19. The structure has been proposed based upon students intake and based upon the fess structure opted for the Year 2017-18. Recommended fees are mentioned as below for consideration and approval.

Hostel Fees - 2018-19.			
	Yearly	Installments	
Four Bed	85,000	50,000	40,000
Dormitory	65,000	40,000	30,000

The members discussed on the proposed fees structure and resolved as under;

Resolution:

RESOLVED that, the proposed Hostel Fee Structure stands accepted and shall be presented in the meeting of Board of Governance for approval and implementation from the Academic Year 2018-19.

Item No. 9 – Transport Fees for the Academic Year 2018-19.

The transport committee of Marwadi University has proposed transport fees structure for the Academic Year 2018-19. The structure has been proposed based upon student's intake and based upon the fees structure opted for the Year 2017-18. Recommended fees are mentioned as below for consideration and approval.

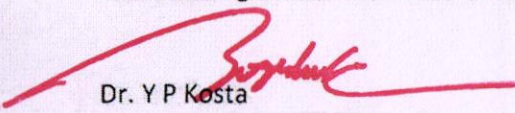
Transportation Fees			
	Yearly	Installments	
Local	17,000	11,000	7,000
Outstation	22,000	15,000	8,000

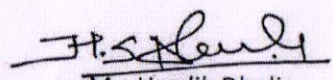
The members discussed on the proposed fee structure and resolved as under;

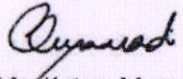
Resolution:

RESOLVED that, the proposed Transport Fee stands accepted and shall be presented in the meeting of Board of Governance for approval and implementation from the Academic Year 2018-19.

The Meeting ended with Thanks to the Chairperson.


Dr. Y P Kosta
Provost – Marwadi University


Mr. Hardik Dhulia
Accounts Officer – Marwadi University

Approved

Mr. Ketan Marwadi
President – Marwadi University