

ANNEXURE - B
MINUTES OF THE SECOND MEETING OF THE STUDY GROUP
HELD ON 19TH JULY 2012 AT 11 A.M. AT SNDT WOMEN'S UNIVERSITY, MUMBAI

The Second meeting of the Study Group to study & report the provisions & processes of the Account Code that can be considered for adoption & also to make a suitable proposal to the government regarding provisions that are inadequate & inconsistent with the existing processes in the financial administration at SNDT Women's University was held at 11a.m. on Thursday, 19th July 2012.

2. The following members & the invitees were present for the meeting:

1. Shri. Virendra Jadhavrao - In Chair
- 2 Dr. S. Kumudhavalli - Registrar
3. Dr. G. Y. Shitole - HoD, Commerce, Churchgate
4. Dr. Jayashree Shinde - HoD, Education Technology
5. Dr. Virendra Nagrale - HoD, Geography, Pune
6. Ms. Varsha Sawant - Asstt. Finance & Accounts Officer
7. Ms. Anushree Dandekar - S.N.D.T.Women's University Accountant

Invitees of the Study Group

1. Dr. Madhura Kesarkar - Director, B.C.U.D.
2. Dr. P. N. Mandhare - Controller of Examinations
3. Shri. Umakant Jadhav - Deputy Registrar, University Secretariat
4. Shri. Satish Narkar - Deputy Registrar, Grants Section5.
5. Shri. K. C. Pai - Deputy Registrar, Establishment Section

3. At the outset FAO read the minutes of the first meeting of the Study Group held on 12-07-2012 & it was unanimously resolved that the minutes were confirmed.

4. Further in reference to the decisions taken in the first meeting of the Study Group & in view of the timeline i.e. 10th August 2012 for submission of the report in accordance with the Terms of Reference, the following course of action was decided & accordingly decisions were taken.

- a.** It was decided that the Sub Groups be set up to study the provisions of the Account Code along with Appendix & make a presentation before the Study Group in its third meeting for conscious decision. Accordingly the following Sub Groups were set up & the Account Code Chapters were allotted for presentation.

Sr.No	Sub Group	Members	Chapter
1	Sub Group - A	Dr. Jayashree Shinde & Dr. Madhura Kesarkar	Chapter I - General Principles
2	Sub Group - B	Mr. Virendra Jadhavrao, Ms. Varsha Sawant & Ms. Anushree Dandekar	Chapter II - Working of Finance Department
3	Sub Group - C	Dr. G. Y. Shitole, Dr. P. N. Mandhare & Mr Ashish kabmble	Chapter III - Works Account
4	Sub Group - D	Dr. Virendra Nagrale & Shri. Satish Narkar	Chapter IV - Budget
5	Sub Group - E	Shri. Umakant Jadhav & Shri. K. C. Pai	Chapter V - Stores

- b.** It was mentioned by the FAO that most of the provisions of the Account Code can be effectively implemented where the Finance & Account Office working in the centralised mode using e-financial systems like Shivaji University, Kolhapur where all the financial operations are controlled centrally. It was decided that in order to understand the working & benefits of the centrally controlled operations vis-à-vis provisions of the Account Code, the FAO of the Shivaji University, Kolhapur be invited in fourth meeting of the Study Group to give an overview & presentation to the members of the Study Group.
- c.** The Study Group considered the provision regarding staffing pattern proposed for the Finance & Accounts Department. It was decided to make a proposal in this regard for the consideration of the Government for the creation of the posts by the Establishment Department.
- d.** It was further decided that in view of the Financial Power as laid down in the Appendix II the powers shall be equally exercised by the Assistant Finance & Accounts Officer / Deputy Finance & Accounts Officer & Finance & Accounts officer keeping in mind the functionality.

- e. The Study Group considered the various provisions related to the budgeting where the departments not having much income can propose deficit budget subject to approval of the Finance & Accounts Committee & in such a case centralized surplus can be earmarked for such department on the expectation of futuristic revenue & till the revenue is generated by the projects / programmes of department.
- f. The Study Group considered the format proposed for the Budget & it was decided to submit the proposal for adoption in the ensuing meeting of the Management Council before the initiating the budgetary process along with Chart of Accounts for the various heads of receipt & payment.
- g. The Study Group further perused that Vice Chancellor vest with the full power regarding approving the re appropriation under any budgetary heads, in view of such authority, it was decided to propose the Revised & Original Budget together as laid down in the Account code as per budgetary time cycle for the approval of the Senate than submitting two separate budgets.
- h. The provisions laid down in the Account Code especially regarding delegation of financial powers were considered by the Study Group & it was decided that the changes which would be proposed by the Study Group in due course can be effected by through rules by making suitable proposal for the consideration of the Management Council.
- i. The Study Group further considered the provision laid down in the Appendix III read with Section 75(3) of the Account Code where the Purchase Committee has authority to consider proposal where the cost of item proposed for purchase exceeds Rs.1,00,000/-. It was further considered that the interpretation is not cost of each item but where the expenditure on each item exceeds Rs. 1,00,000/- the proposal has to go before the Purchase Committee under the provisions of Section 75(3). It was further decided that the Technical Committee can only for considering the technological/ technical aspect of the purchase proposal & therefore the final approval of the Purchase Committee is required where the purchase cost exceeds Rs. 1,00,000/- To expedite the process, it

was therefore decided to propose change in this existing limit through rules by making suitable proposal for the consideration of the Management Council.

- j. The Study Group further discussed about the need for the administrative approval which should be distinct from the Purchase Committee approval. It was decided that every proposal should be first considered for the administrative approval & after the tendering process is over the same should come before the Purchase Committee for the approval. It was further decided that in order to expedite the process of administrative approval the Study Group may examine the issue whether the powers to grant administrative approval can be further delegated to the Campus In-charge & to the concern Heads of Department through rules by making suitable proposal for the consideration of the Management Council.
- k. The Study Group further advised that the Deputy Registrar, University Secretariat to provide the soft copies of the Ordinances / Rules so far issued & in force to the study Group members so as to facilitate study of the existing provision in the light thereof.

The Meeting concluded with a vote of thanks to the Chair.