

ANNEXURE - C
MINUTES OF THE THIRD MEETING OF THE STUDY GROUP
HELD ON 24TH JULY 2012 AT 11 A.M. AT SNDT WOMEN'S UNIVERSITY, MUMBAI

The Third Meeting of the Study Group was held at 11a.m. on Tuesday, 24th July 2012 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 in respect of the provisions that are inadequate & inconsistent with the existing processes in the financial administration at SNDT Women's University.

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

1. Shri. Virendra Jadhavrao - In Chair
2. Dr. S. Kumudhavalli - Registrar
3. Dr. Jayashree Shinde - HoD, Education Technology
4. Dr. G. Y. Shitole - HoD, Commerce, Churchgate
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. Shri. Satish Narkar - Deputy Registrar, Grants Section
3. Shri. K. C. Pai - Deputy Registrar, Establishment Section

Dr. P.N. Mandhare, Controller of Examination and Mr. Umakant Jadhav, Deputy Registrar, University Secretariat could not attend the meeting due to administrative preoccupation & therefore leave of absence was granted.

3. At the outset the FAO read the minutes of the Second Meeting of the Study Group held on 19th July 2012 & the minutes were unanimously confirmed. It was informed by the FAO that the Finance & Accounts Officer of Shivaji University was invited to present overview of the Financial System at Shivaji University & may likely to attend the next meeting of the Study Group.

4. Furtherance to the decisions taken in the second meeting of the Study Group, the following issues were discussed & accordingly decisions were taken:-

- a.** In reference to the recent decentralisation of the PGSR into independent departments, the Study Group considered the provisions of the Account Code from the point of view of smooth implementation. It was discussed that there is demand from the HoDs to allow departments to spend at their level subject to budgetary provisions, the portion of fees allowed to be retained & also where programmes/activities that are undertaken out of HoDs initiative & surplus if any generated out of such projects / programmes undertaken be allowed to utilise at the level of HoD concerned. After detailed deliberation on the issue the Study Group felt the need to encourage the departmental initiative & growth.

It was decided that the structure of Finance & Accounts Section as proposed in the Account Code since comprehensive be adopted subject to keeping in mind the financial autonomy of the each individual department allowing retained earnings for the exclusive use of the concerned departmental activities through budgetary mechanism. It was further decided that under the centralised system the concerned Principals/Directors/ HoDs will maintain a separate bank account for the purpose of collection of fee/activity receipts & payments.

- b.** The Study Group considered the staffing pattern & structure of the Finance & Accounts Section proposed under the Account Code with the existing functionalities in comparison with the structure & staffing pattern at Shivaji University Kolhapur. Considering the existing & proposed financial processes & need for efficient discharge of the functions entrusted the need for the additional post was assessed. It was further discussed that since the SNDTWU fulfils one of the laid down norm of the standard staffing pattern in reference to the number of affiliated colleges & also has sizeable student strength, therefore there is a need to create additional posts for the Finance & Accounts Section to ensure proper use of finances and resources that satisfies the University's requirements for accountability, internal control, and the management of financial risk and also to fulfil any legal or financial

obligations laid down by the Maharashtra Universities Act, 1994 and other funding agencies.

It was unanimously resolved that the staffing pattern as proposed in the Account Code Appendix IV-A be considered for the SNTWU & suitable proposal in the said regard for the creation of the additional posts be submitted for the consideration & approval of the GoM by the Establishment Department without further waiting for the report of the Study Group.

- c.** While considering the structure proposed in respect of Delegation of Financial Powers, it was decided to consider delegation of Financial Powers to the Campus-in-charge as well as Principals of the conducted colleges. Further it was discussed that the post of Campus-In-charge be officially recognised first so as to delegate some powers for the purpose of efficient discharge of functions / responsibility entrusted.

It was decided that the issue of Delegation of Financial Powers be considered in the ensuing meeting.

- d.** The following Sub Groups constituted in the second meeting of the Study Group to study the provisions of the Account Code along with Appendix made their presentations during the meeting. The presentations regarding the provisions & process prescribed under the University Account Code which can be adopted & the provisions & process prescribed under the University Account Code which are inconsistent/conflicting with the current financial processes followed at S.N.D.T. Women's University were considered by the Study Group.

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

After in depth deliberation, it was decided that the presentations be further studied & be finally considered in the ensuing meeting of the Study Group. Further the Sub Groups were also requested to incorporate the inputs given by the Study Group & provide the summarised presentation in the following proforma so as to facilitate further process of consideration.

Sr. No.	Rule No.	Rule Provision / New Provision	Change Proposed	Justification
---------	----------	--------------------------------	-----------------	---------------

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