

ACHARYA NARENDRA DEV COLLEGE

Minutes of the meeting held on 26th May 2022

A meeting of the finance committee was held in the Principal's room on 26th May 2022 at 11.30 a.m. The following members were present in the meeting:

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| 1. Dr. Geetu Gambhir | Bursar |
| 2. Dr. Neeti Misra | Convenor |
| 3. Professor Seema Makhija | Department of Zoology |
| 4. Dr. Archana Pandey | Department of Biomedical Science |
| 5. Dr. Sandeep Kumar Goel | Department of Commerce |
| 6. Dr. Preeti Marwaha | Department of Computer Science |
| 7. Mr. Pawan Kumar | Department of Physics |

The points discussed and subsequent decisions taken are as follows:

1. The committee deliberated on different options for choosing vendors for EXPLORE and suggested that the vendors may be chosen through GeM services. The committee suggested that the contribution of the College for funding EXPLORE may be increased by 10 percent from Rs 1500/- to Rs. 1650/- (Rupees One thousand six hundred fifty only) and from Rs. 2000/- to Rs. 2200/- (Rupees Two thousand two hundred only) per student for one night stay and two nights stay, respectively. The committee also recommended that the vendor may be negotiated to fund the cost of College staff accompanying the students as per norms.
2. The committee discussed the remuneration to the invited speakers for various events like seminars, conferences and society functions. The committee suggested that the College may pay an Honorarium of Rs 2,000/- for up to a ninety minutes session and an additional Rs 1,000/- as TA for offline events per speaker. For a full day event the College may pay an honorarium of Rs. 5,000/- and an additional Rs. 1,000/- as TA for offline events, per speaker. The committee also recommended that for eminent speakers which may include Head of the Institutes/Departments, Senior Professor, Director, etc., the remuneration may be fixed at Rs. 3000/- plus TA for one session.
3. The committee recommended that the conduct of all the workshops/seminars/conferences should be made self-sustainable through registration fee and sponsorship. The committee suggested that for a full day workshop/ seminar/ conference (5 to 6 hours event), the college may provide two refreshments to the students at the rate of Rs. 100/- per student per day. For the faculty, the rate may be Rs. 50/- for refreshments and Rs. 200/- for lunch per faculty member participating in the event. For a three to four hours event, one refreshment at the rate of Rs. 50/- per participant (faculty and student) may be provided.
4. The College provides at present a recurring grant of Rs. 15000/- per annum to the recognized supervisors. After due deliberation, the committee suggested that this may be increased to Rs. 18000/- (Rupees Eighteen thousand only) per annum per supervisor, which may be further reviewed after two years.
5. The committee also deliberated on the recurring fund of Rs. 10000/- provided by the College per department for summer projects under ELITE. Taking into consideration the increase in cost of the recurring items like chemicals and apparatus, the committee

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