



Ref: SU/FC/2025

Date: 19.06.2025

MINUTES OF THE 4th FINANCE COMMITTEE MEETING HELD ON 19.06.2025

Minutes of the 4th Finance Committee meeting of Siddhartha Academy of Higher Education, Deemed to be University, Vijayawada held at **10.30 A.M. on 19.06.2025** i.e. Thursday, in the Conference Hall, Administrative Block.

Prof. P. Venkateswara Rao, Vice-Chancellor chaired the 4th Finance Committee Meeting and extended a warm welcome to the members attended.

Members Attended:

S. No.	Name of the Member	Designation	Position in Finance Committee
1.	Prof. P. Venkateswara Rao	Vice-Chancellor	Chairperson
2.	Dr. A. V. Ratna Prasad	Pro Vice-Chancellor	Member
3.	Sri. P. Lakshmana Rao	Secretary, SAGTE	Member (Society Nominee)
4.	Sri. S. Venkateswara Rao	Treasurer, SAGTE	Members (Nominated by Executive Council)
5.	Dr. D. Venkata Rao	Dean – Velagapudi Ramakrishna Siddhartha School of Engineering	
6.	Dr. M. Suneetha	Dean – Research, Technology Development & IQAC	
7.	Dr. T. Penchalaiah	Retd. Professor, Government Degree College, Rajampeta, A.P.	Member (UGC Nominee)
8.	Dr. B. Panduranga Rao,	Director, Infrastructure & Consultancy	Members (Chancellor Nominees) Secretary Ex-Officio
9.	Dr. K. Raghuveer	Sr. Asst. Professor - MBA	
10.	Sri. P. V. Kesava Rao	Finance Officer (i/c)	
Special Invitee attended:			
11.	Dr. M. Ravichand	Registrar	Special Invitee

Members not Attended:

1.	Dr. P. V. R. L. Narasimham	Dean – Examinations & Evaluations	Member (Chancellor Nominee)
----	-----------------------------------	-----------------------------------	--------------------------------

Prof. P. Venkateswara Rao, Vice-Chancellor, Welcomed the members to the 4th Finance Committee Meeting and shared details about the new collaboration between the University and Google to start an Honors Program for B.Tech students. He emphasised that this initiative aims to enhance the University's digital infrastructure and transform it into a Google-enabled campus

Prof. P. Venkateswara Rao, Vice-Chancellor, requested **Dr. A. V. Ratna Prasad, Pro Vice-Chancellor**, to conduct the proceedings as per the agenda.

Then, Pro - Vice chancellor presented the agenda items for discussions, after due deliberations, the following resolutions have been adopted.

1.	<p><u>Agenda Item No: 4.1</u></p> <p>To confirm the minutes and report the action taken on the minutes of the previous meeting held on 28/03/2024.</p> <p>Dr. A. V. Ratna Prasad, Pro Vice-Chancellor, presented the following minutes and action taken report.</p> <p>Approved and Action Taken Report:-</p> <ul style="list-style-type: none">➤ Finance Operations part of University Manual.<ul style="list-style-type: none">✓ Action taken: - Placed before the EC and it is also approved in EC and implemented➤ Gratuity to be paid to some of the faculty retired from the service of the Institute on different reasons from University funds<ul style="list-style-type: none">✓ Action taken: - Gratuity paid to faculty as approved and as per norms <p>Approved:-</p> <ul style="list-style-type: none">➤ The Income & expenditure from 01/04/2024 to 28/02/2025 of the University.➤ Increments sanctioned, released to faculty in the months of January & Feb2025 w.e.f September 2024. <p><u>Resolution:</u></p> <p><i>The Finance Committee confirmed the minutes and action taken report of the previous meeting held on 28.03.2025.</i></p>
----	--

2.

Agenda Item No: 4.2

To consider and approve the proposed budget estimates for the various schools and departments of the Deemed-to-be University for the year 2025-26.

Dr. A. V. Ratna Prasad, Pro Vice-Chancellor, presented the following details regarding the proposed budget estimates for the various schools and departments of the Deemed to be University for the year 2025-26.

Budget Proposals for the Year 2025-2026

Particulars	2025-2026	2024-2025
Salaries & Benefits (Gratuity+PF+ESI)	47,50,00,000	43,00,00,000
Power	1,25,00,000	1,20,00,000
Printing, Stationary & Consumables	30,00,000	25,00,000
Postage & Telephones	3,00,000	2,00,000
Affiliations & Common Service fee to (JNTUK)	50,00,000	50,00,000
Travelling & Conveyance	20,00,000	15,00,000
Repairs & Maintenance (Buildings V.L.Dutt Block General, Machines, garden, hostels, Sweepers, Scavengers etc.,)	7,00,00,000	3,00,00,000
Advertisements	1,75,00,000	1,50,00,000
Vehicle Maintenance	10,00,000	10,00,000
Miscellaneous Expenses	30,00,000	30,00,000
Pedagogical Training / IQAC	10,00,000	5,00,000
Watch & Ward	75,00,000	60,00,000
Fees & House Taxes	6,00,000	6,00,000
AFOSEC	10,00,000	7,50,000
Functions (University day, Sports Day, Seminars & workshops etc.,)	40,00,000	20,00,000
IIC Activities (Innovation & Incubation)	25,00,000	15,00,000
Furniture Admin office	5,00,000	15,00,000
Institute Imprest	60,00,000	50,00,000
Greenery Development	15,00,000	15,00,000
Building Insurance	3,00,000	3,00,000
Rain Water harvesting in 07 blocks	5,00,000	5,00,000
Seavage Treatment Plant (Civil work)	45,00,000	45,00,000
College ERP Software (merrito) & CMS Compex (CSE)	20,50,000	15,00,000
Microsoft Campus Licence (CSE)	23,00,000	23,00,000
Bulk transactional SMS (CSE) & Whats up messages (CSE)	2,50,000	1,00,000
Replacement CC Camera Surveillance system and Annual maintenance (CSE)	31,50,000	31,50,000
Replacement Digital Signage displays and Maintenance (CSE)	12,60,000	12,60,000
Internet Leased Line Charges-(Total 1 Gbps Netlinx, Reliance JIO & BSNL), Wifi Service expansion, Maintenance, Servers, Internet Services for Ladies Hostel, Admin and Library blocks OFC Connectivity, College Website Upgrading & Cloud Services, Cisco Catalyst 3850 Series Switch (CSE)	36,90,000	28,00,000
Non-Recurring at College Level: (1) Computers for Admin Office (2) Printers for Admin Office - Vice-Chancellor and Registrar rooms	-	4,60,000
Google cloud (CSE)	50,00,000	-
Computer Maintenance (Network switches, cisco wi-fi controller, spares and services), Network maintenance (CSE)	20,00,000	17,00,000
College CMS Cloud and College Website Cloud (CSE)	3,00,000	2,40,000
Lecture Capture Systems - 3 Nos, Server-01 No	-	12,00,000
University Entrance TEST for All Programmes (Cocubes) (CSE)	10,00,000	-
Diesel Oil for Generators (EEE)	4,00,000	6,00,000
Campus Electrical Maintenance (EEE)	6,00,000	4,00,000
Solar Panels Insurance (EEE)	35,000	35,000
Solar maintenance (EEE)	1,00,000	1,00,000
Electrical Maintenance in Power House (EEE)	4,06,000	2,06,000
Deemed University Scholarsips to students (UG, PG & Ph.D, LE)	6,00,00,000	1,50,00,000

Autonomous Section Expenses	2,50,00,000	1,27,00,000
Bus Transportation charges	1,10,00,000	84,00,000
University Level Budget(Total)	73,77,41,000	57,70,01,000
Department Level Budget:		
Departmental Budgets (All Schools) UG	12,89,14,595	10,41,04,630
P.G. & Research Dept.Level Budget(Total)	1,33,48,631	1,86,55,800
Total (University Level Budget + Department Level Budget)	88,00,04,226	69,97,61,430
Infrastructure (V.L.Dutt Block 5th floor, Ladies Hostel, Admin block etc.,) (2025-26)	35,00,00,000	5,00,00,000
Total University Budget	123,00,04,226	74,97,61,430

Proposed Receipts for the Year 2025-2026

Particulars	2025-2026	2024-2025
Tuition Fee Receipts (UG & PG)	85,99,04,020.00	64,66,00,000.00
Interest on Bank deposits	1,50,00,000.00	2,00,00,000.00
Income on Mutual funds	1,00,00,000.00	1,00,00,000.00
Other Receipts (Students Registration, Admission fee, Consultancy, Rent on Girls , Boys hostels, Transportation fee , Miscellaneous receipts)	5,44,00,000.00	3,96,00,000.00
Autonomous Section receipts	2,50,00,000.00	2,26,00,000.00
Total Receipts	96,43,04,020.00	73,88,00,000.00

Budget Proposals for the Year 2025-2026 from Various Schools

SCHOOLS	UG			PG			GRAND TOTAL 2025-2026
	NON-RECURRING (Rs.)	RECURRING (Rs.)	TOTAL	NON-RECURRING (Rs.)	RECURRING (Rs.)	TOTAL	
School of Engineering	7,71,39,475	5,10,77,120	12,82,16,595	84,16,131	22,93,000	1,07,09,131	13,89,25,726
School of Sciences	2,14,000	1,35,000	3,49,000	1,46,000	2,90,000	4,36,000	7,85,000
School of Management	-	-	-	12,14,500	6,40,000	18,54,500	18,54,500
School of Law	-	-	-	2,14,000	1,35,000	3,49,000	3,49,000
School of Arts & Commerce	2,14,000	1,35,000	3,49,000	-	-	-	3,49,000
GRAND TOTAL	7,75,67,475	5,13,47,120	12,89,14,595	99,90,631	33,58,000	1,33,48,631	14,22,63,226

Resolution:

The Finance Committee approved the proposed University budget including various schools and departments of the Deemed to be University for the year 2025-26.

3.	<p><u>Agenda Item No: 4.3</u> To consider and approve the annual increment for the year 2025-2026 w.e.f. May 2025 and Dearness Allowance (DA) for eligible faculty and staff based on PBAS/Self-Appraisals.</p> <p>The annual increment for the year 2025-2026 w.e.f. May 2025 and Dearness Allowance (DA) for eligible faculty and staff based on PBAS/Self-Appraisals was presented in the meeting.</p> <p><u>Resolution:</u> <i>The Finance Committee approved the annual increment for the year 2025-26 w.e.f. May 2025 and dearness Allowance (DA) for eligible faculty and staff based on PBAS/Self-Appraisals.</i></p> <p style="text-align: right;"><i>(Details are enclosed as Annexure – 1)</i></p>																								
4.	<p><u>Agenda Item No: 4.4</u> To consider and approve the payment of gratuity to faculty members who have retired or relieved from the Institute, from university funds.</p> <p>Dr. A.V. Ratna Prasad, Pro-Vice Chancellor, presented the following information towards payment of gratuity to faculty members who have retired or relieved from the Institute, from university funds.</p> <table border="1"><thead><tr><th colspan="4">Gratuity to be Paid to Staff from University Funds</th></tr><tr><th>S. No.</th><th>DEPT.</th><th>No. of Persons</th><th>Amount paid (Rs.)</th></tr></thead><tbody><tr><td>1</td><td>EEE</td><td>2</td><td>5,57,931.00</td></tr><tr><td>2</td><td>CSE</td><td>1</td><td>6,62,600.00</td></tr><tr><td>3</td><td>ME</td><td>1</td><td>3,97,078.00</td></tr><tr><td colspan="3">Total to be Paid</td><td>16,17,609.00</td></tr></tbody></table> <p><u>Resolution:</u> <i>It is resolved to approve the payment of gratuity to faculty members who have retired or been relieved from the Institute, from university funds, as per the information presented by Pro Vice Chancellor.</i></p>	Gratuity to be Paid to Staff from University Funds				S. No.	DEPT.	No. of Persons	Amount paid (Rs.)	1	EEE	2	5,57,931.00	2	CSE	1	6,62,600.00	3	ME	1	3,97,078.00	Total to be Paid			16,17,609.00
Gratuity to be Paid to Staff from University Funds																									
S. No.	DEPT.	No. of Persons	Amount paid (Rs.)																						
1	EEE	2	5,57,931.00																						
2	CSE	1	6,62,600.00																						
3	ME	1	3,97,078.00																						
Total to be Paid			16,17,609.00																						
5.	<p><u>Agenda Item No: 4.5</u> To consider and ratify the tuition fees and scholarships fixed for B.Tech. Lateral Entry admissions, B-Category Tuition fees for all courses, the Google Honors Programme fee for B.Tech. CSE and allied branches and the gym utilization fee for the academic year 2025–2026 and approve the proposed enhancement in Transportation fee for buses.</p> <p>Dr. A.V. Ratna Prasad, Pro-Vice Chancellor presented the details of the tuition fees, scholarships, transportation fee etc., for the year 2025-2026 for approval.</p>																								

Resolution:

After discussions, the Finance committee approved/ ratified the following various fee structures:

- Tuition fee for B. Tech. Lateral Entry
- Scholarships for B. Tech. Lateral Entry
- Fees for B-Category Admissions
- Google Honors Program fee structure
- Gym utilization fee
- Proposed Transportation fees

(Details are enclosed as Annexure – 2)

6.

Agenda Item No: 4.6

To consider and approve the mess and other charges for Boys' and Girls' hostel for the year 2025-26

Dr. A.V. Ratna Prasad, Pro-Vice Chancellor, presented the increased mess and other charges for Boys' and Girls' hostel for the year 2025-26 for approval.

After discussions, the Finance Committee approved the following mess and other charges to be collected from the students of Boys' and Girls' Hostel for the A.Y. 2025-26.

Proposed Fee Structure for the year 2025-2026			
Particulars	Boys' Hostel	Girls' Hostel	
	I, II, III & IV Year Students	I, II, III Year	IV Year
Rent	12000	24000	18000
Mess	42000	36000	36000
Establishment	12000	10000	10000
Electricity	9000	6000	6000
Building Maintenance	5000	4000	--
Total	80000	80000	70000

- Caution Deposit for 1st Year and New Joined Students only Rs.5,000/-

7.

Agenda Item No: 4.7

To Consider and approve the document retention policy related to accounting section of the University .

Dr. A.V. Ratna Prasad, Pro-Vice Chancellor, presented the following details of document retention policy related to accounting section of the University for approval.

Period of retention in policy document		
S. No.	Description of Records	Period of Preservation
A.	Reports	
1.	Audit Reports	Permanent
B	Registers / Records	
1.	Cash Book	20 years
2.	Ledger	20 years
3.	Bills & Vouchers related to UNIVERSITY, Schools, Hostel & Consultancy	8 years
4.	Bank Pass Books	10 years

Period of retention in policy document		
S. No.	Description of Records	Period of Preservation
5.	Fee Receipts for Tuition Fee, Special Fee, etc.,	8 years
6.	Central Equipment, Furniture, Stock etc.,	Permanent
7.	Students Rolls	8 years
C	Files	
1.	AICTE, DST, UGC, DRDO, DRDL & ISRO Projects files etc.,	10 years after completion of the Projects
2.	JNTUK Affiliation and other Fee	8 years
3.	Canteen, Hostel, Gate Stipend, PF, Income Tax, GS LIC, DCTO, GST, ESI, Re-admission etc.,	8 years
4.	Sanction letters, and Purchase Orders	8 years

Resolution:

It is resolved to approve the document retention policy related to accounting section of the University as presented by Pro Vice Chancellor.

8.

Agenda Item No: 4.8

To consider and approve the proposed increase in incentives for faculty and students engaged in Research and Development activities. (as per Univ. R&D Policy)

Dr. A.V. Ratna Prasad, Pro-Vice Chancellor, presented the details of the proposed increase in incentives for faculty and students engaged in Research and Development activities.
(as per Univ. R&D Policy)

Resolution:

It is resolved to approve the proposed increase in incentives for faculty and students engaged in Research and Development activities. (as per Univ. R&D Policy)

(Details are enclosed as Annexure - 3)

9.

Agenda Item No: 4.9

To consider and approve the University's proposed contribution towards the annual premium for medical insurance for non-teaching staff.

Dr. A.V. Ratna Prasad, Pro-Vice Chancellor, presented the following details of the University's proposed contribution towards the annual premium for medical insurance for non-teaching staff.

University's Proposed Contribution Towards Annual Premium for Medical Insurance for Non-Teaching Staff

- The University proposes to contribute **33% of the premium amount paid for a sum assured of ₹1,00,000** towards the annual medical insurance premium for non-teaching staff.
- The proposed expenditure will be met from the **Consultancy Staff Welfare Fund**.
- Based on previous years' data, the **approximate expenditure per one employee is ₹4,000**.

Resolution:

After discussions, Finance Committee approved contributing 33% of the premium on Rs.1,00,000/- medical insurance policy per annum to for Non-Teaching Staff w.e.f. 2025-26.

Any other point with the permission of the chair.

Dr. T. Penchalaiah, Retd. Professor, Govt. Degree College, suggested to explore the opportunity to request the APSRTC to extend their services by providing special buses for university students in university timings.

Prof. P. Venkateswara Rao, Vice Chancellor, thanked all the members for attending 4th Finance Committee Meeting and for delivering valuable suggestions.


(P.V. Kesava Rao) 19/6

Finance Officer I/c
Siddhartha Academy of Higher Education
(Deemed to be University)
Vijayawada-520 007


19/06/2025

(Prof. P. Venkateswara Rao)

Vice Chancellor
Siddhartha Academy of Higher Education
(Deemed to be University)
Vijayawada 520 007