

Finance Committee Meeting

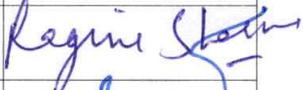
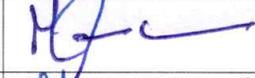
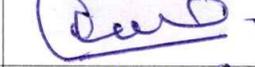
The Finance Committee was called for a discussion on the utilization of funds and to propose the finances and expenses for the forthcoming year 2025-26.

Date: 19.12.2025

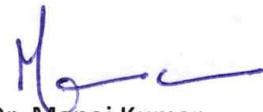
Time: 11:00 A.M.

Venue: Meeting Room, Office of the Principal Office

Attendees

S.No.	Name	Designation	Signature
1.	Mrs. Ragini Sharma	Hon. Director Finance	
2.	Dr. Gaurav Tejpal	Chairman, Finance Committee	
3.	Dr. Manoj Kumar	Member Secretary	
4.	Dr. P.S. Pannu	Member	
5.	Mr. Anil Wadhwa	Member	
6.	Mr. Ashish Arora	Member	

Recommendation of the Finance Committee will be finally submitted in the forthcoming Academic Council meeting for final approval, please.


Dr. Manoj Kumar
Member Secretary

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Date: 19.12.2025

Time: 11:00 AM

Venue: Meeting Room, Office of the Principal

Members Present

1. Mrs. Ragini Sharma
2. Dr. Gaurav Tejpal
3. Dr. Manoj Kumar
4. Dr. P.S. Pannu
5. Mr. Anil Wadhwa
6. Mr. Ashish Arora

Agenda of the Finance Committee

Agenda Item:

FC.01: To Consider and Recommend the Budget Allocation and Utilization Status for the Academic Session 2025–26

Agenda Note:

The Finance Committee shall review and consider the annexure-wise budget allocation and utilization status for the academic session 2025–26, reflecting the financial progress as on 31.10.2025 and 15.12.2025.

The total allocated budget for the academic session 2025–26 is ₹ 16,54,80,000. The utilization details under various budget heads, including Infrastructure, Advertisement & Marketing, Maintenance Charges, Consumables, Student Welfare, Faculty Development & Welfare, and Hostel & Mess Kitchen, are placed before the Committee for examination.

The Committee shall examine whether the expenditures have been incurred in accordance with the approved budget provisions and institutional requirements and, after due deliberation, recommend the same to the Board of Governors for appraisal and noting.

FC.02: To Consider the Proposal for Sanction of Special Budget to the Estate Officer

Agenda Note:

To consider the proposal for sanction of a special budget amounting to ₹ 50,00,000 (Rupees Fifty Lac only) to the Estate Officer, over and above the approved budget heads for the academic session 2025–26, for meeting urgent and unforeseen requirements related to infrastructure development, repair, maintenance, and other estate-related works.



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Minutes of the Finance Committee Meeting

Item No. FC.01

Budget Allocation and Utilization Status for the Academic Session 2025–26

The Finance Committee considered the agenda pertaining to the budget allocation and utilization status for the academic session 2025–26, as presented by the Finance Officer.

The Committee was informed that:

- The total budget allocated for the academic session 2025–26 amounted to ₹ 16,54,80,000.
- An amount of ₹ 8,96,38,006 (approximately 54.2%) had been utilized up to 31.10.2025.
- The utilization further increased to ₹ 10,96,22,873 (approximately 66.3%) as on 15.12.2025.
- This reflects an incremental utilization of ₹ 1,99,84,867, corresponding to an additional utilization of approximately 12% during the intervening period.

The Committee further noted that the expenditures under all budget heads as given in the table below were incurred strictly as per the approved budgetary provisions, aligned with institutional priorities and operational requirements. The annexure-wise statement of allocation and utilization was placed before the Committee for detailed review.

Annexure	Budget Head	Allocated Budget (₹)	Utilized till 31-10-2025 (₹)	%	Utilized till 15-12-2025 (₹)	%
A-1	Infrastructure, Repair & Maintenance	9,41,30,000	6,07,68,320	65%	7,12,54,076	76%
A-2	Advertisement & Marketing	2,73,00,000	79,45,817	29%	1,23,62,774	45%
A-3	Maintenance Charges (Items/Services)	64,00,000	37,21,548	58%	50,78,046	79%
A-4	Consumable Items (Labs/Workshops)	27,50,000	18,10,748	66%	18,15,887	66%
A-5	Examination Cell	14,00,000	8,19,771	59%	8,92,001	64%
A-6	Student Welfare	60,00,000	6,52,363	11%	29,09,823	48%
A-7	Faculty Development & Welfare	1,00,00,000	37,11,263	37%	44,40,957	44%
A-8	Hostel & Mess Kitchen	1,75,00,000	1,02,08,176	58%	1,08,69,309	62%
Total		16,54,80,000	8,96,38,006	54%	10,96,22,873	66%

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Item No. FC.02:

Sanction of Special Budget to the Estate Officer

The Finance Committee considered the proposal for sanction of a special budget of ₹ 50,00,000 (Rupees Fifty Lac only) to the Estate Officer, over and above the regular approved budget provisions for the academic session 2025–26.

The Committee was informed that the proposed special budget is intended to address urgent, emergent, and unforeseen estate-related requirements, including infrastructure augmentation, repair and maintenance works, which may arise during the course of the academic session and require immediate financial provisioning.

After detailed deliberations, the Finance Committee approved the proposal and recommended the sanction of a special budget of ₹ 50,00,000 to the Estate Officer to the Board of Governors, subject to the following conditions:

- The expenditure shall be incurred strictly for estate-related purposes only;
- All expenditures shall be made in accordance with approved financial rules, procedures, and procurement norms; and
- A detailed utilization statement shall be submitted to the Finance Committee and placed before the Board of Governors for information and record.

Resolution

After detailed discussion and satisfaction regarding financial prudence and compliance, the Finance Committee approved the budget utilization status and recommended the same to the Board of Governors for appraisal and noting.

Resolved that the budget allocation and utilization status for the academic session 2025–26, as detailed in the annexure, be placed before the Board of Governors for information and record.

Conclusion

There being no other item to discuss, the meeting concluded with a vote of thanks to the Chair.



(Dr. Manoj Kumar)

*Member Secretary, Finance Committee
Amritsar Group of Colleges, Amritsar*

Amritsar Group of Colleges

Requirements Jan-July 2026

Sr.no	Item	Requirement	Requiste Departments	Estimate Price Per Pc	Total Price
1	Revolving Chair	11	Secrecy,IAC,AHS	3600	39600
2	Faculty Chairs	18	Pharmacy,AS,FD, AHS,CCIE	2300	41400
3	Faculty Tables	9	Pharmacy,AHS, CCIE	3500	31500
4	Fans	69	DCA,IAC,AHS, Library	1800	124200
5	Guest Chairs	25	AS, HMCT	2300	57500
6	Stools	142	Pharmacy,IAC, AHS	450	63900
7	Lab Tables	12	AHS	12000	144000
8	Almirah	14	Pharmacy,IAC, AHS,HMCT,CSE	12000	168000
9	AC	23	Pharmacy,EE, Secrecy, IAC,AHS,HMCT	35000	805000
10	Lab Chairs	4	Pharmacy	1132	4528
11	Tube Lights	92	AS,AHS,CCIE,CSE	600	55200
12	Student Benches (Movable)	120	AHS	4720	566400
13	Lecture Stand	11	FD,AHS	3800	41800
14	White Board	19	Pharmacy,FD,AHS,H MCT,CSE	4500	85500
15	Computer Table	6	AS,TP,IAC,AHS	3500	21000
16	Locker Almirah	2	Pharmacy	14000	28000
17	Racks	12	AS,AHS,Library	7500	90000
18	Exhaust Fans	2	Secrecy	30000	60000
19	Oven	2	TP,CSE	8000	16000
20	Wall fan	5	IAC,FD	1500	7500
21	Notice Board	6	IAC,FD,HMCT	4000	24000
22	Refrigerator	1	FD	18000	18000
23	Practical Table	8	AHS	12000	96000
24	Student Chairs with writing	165	AHS,MBA	1500	247500
25	Sound System	2	AHS,MBA	25000	50000
26	Room No Plates	76	Pharmacy,AHS	100	7600
27	Foot rest	8	CCIE	1500	12000
28	Chairs leg cap	328	Library	5	1640
29	Round Table	6	Library	6000	36000

Total	2943768
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Approved By:


ESTATE OFFICER

Amritsar Group of Colleges

ALC Requirements Jan-July 2026

Sr.no	Item	Requirement	Estimate Price Per Pc	Total Price
1	Goddess of Justice	1	25000	25000
2	ALC Logo on Enterance	1	80000	80000
3	Faculty name board	1	25000	25000
4	Chairs for Moot Court (Judge)	5	18000	90000
5	Table for Moot Cort	1	25000	25000
6	Student Chairs with writing	100	1500	150000
7	Godrej Almirah for Library	4	15000	60000
8	Faculty Chairs	6	2300	13800
9	AC for Moot Court	6	45000	270000
10	Ceiling Moot court	2000	60	120000
11	Constitution of India	1	2500	2500
12	Carpeting in Moot court	2000	70	140000
13	Photo	2	1000	2000
14	Wooden Step in Moot court	3	2000	6000
15	Camera	4	8000	32000
16	Ceiling Lights	12	1500	18000
17	Sound system	2	55000	110000
18	Display Cabinet (Principal office)	12	50000	600000
19	Conference Room Table	1	20000	20000
20	Conference Room Chairs	25	3000	75000
21	LED Screens	2	100000	200000

Total	1864300
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Approved By:


ESTATE OFFICER

All Prices exlude GST

Amritsar Group of Colleges

Infrastructure Jan-July 2026

Sr.no	Item	Requirement	Estimate Price Per Pc	Total Price
1	Wall cutting	$(3.25*3.25) * 43$	700	391300
2	Masonary work	43	700	30100



ESTATE OFFICER