



Holy Cross College (Autonomous) Nagercoil - 629 004

Affiliated to Manonmaniam Sundaranar University, Tirunelveli
Nationally Accredited with A+ Grade (CGPA 3.35) by NAAC IV Cycle
An ISO 9001:2015 Certified Institution

SSR
2019-2020
to
2023-2024

6.4.3 Institution regularly conducts internal and external financial audits regularly

Minutes of the Finance Committee

2023-2024

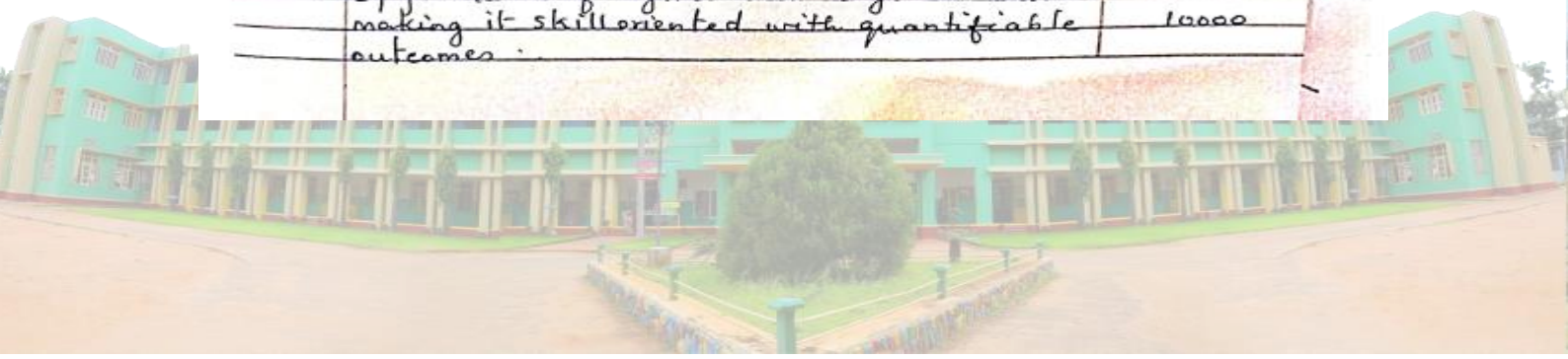
Proceedings of the meeting of the Finance Committee held on 27th June 2023 in the college premises.
Ref No 18 - Vol II - 2023-2024

S.No	Members	Designation	Signature
1.	Dr. Sr. Sahaya Selvi	Principal and Chairperson	
2.	Sr. Asha	Member	
3.	Dr. M. Mary Helen Stalla	Senior Staff	
4.	Mr. Baskaran	Auditor	

The meeting of the Finance Committee began with a silent prayer at 2 P.M on 27th June 2023. All the members were present for the meeting. Dr. Sr. Sahayaselvi, the Chairperson welcomed the members. After that, the minutes of the previous meeting held on 5th May 2022 was readout and approved. The audited statements of receipts and Payments account for the budget year 2021-2022 was also presented and approved.

Members also discussed about the proposed allotment towards expenditure under various heads as per the guidelines of the UGC. The budget for annual expenditure for 2023-2024 is presented in the following table:

S.No	Item	Amount in Rs.
1.	Upgradation of syllabus on regular basis making it skilloriented with quantifiable outcomes.	10000



2. Orientation and re-training of Teachers	40000
3. Re-designing courses and development of Teaching / Learning materials.	45000
4. Workshop and Seminars	65000
5. Examinations reforms	10000
6. Furniture: Office, Classrooms, Library and Laboratories	400000
Library Equipments Books / Journals	
7. Renovation and Repairs not leading to construction of a new building	100000
8. Extension Activities	30000
9. Office Equipments Teaching aids Laboratory equipment	1245000
10. Guest Visiting Faculty	15000
11. Capacity building for teachers	20000
12. Development of Area Study Programmes	20000
Grand Total.	2000000

Dr. Sr. Sahayaselvi, the chairperson thanked the members and the meeting came to an end by 3.15 P.M.

Dr. Sr. Sahayaselvi
 PRINCIPAL
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25

Meeting of the Finance Sub-committee held on 27/06/2023 at the college premises.

Ref. No. 6 Vol. I / 2023-2024 / Finance sub-committee

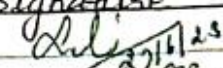
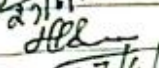
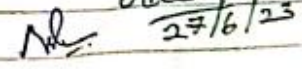

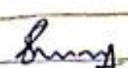

Members Present

Sr. Sahaya Selvi	Principal
Sr. Mary Hilda	Secretary
Sr. Asha	Superintendent
Sr. Antin Mary	Member
Dr. J. Divya Merry Malas	Member
Ms. Amalorpavam	Member
Ms. Rushya	Member
Mr. Baskaran	Auditor

The finance sub-committee began at 2:30 p.m. with prayer. Sr. Sahaya Selvi, the Principal welcomed the members. The minutes of the previous meeting was read by Dr. J. Divya Merry Malas.

Sr. Asha read the proposed budget for 2023-2024 based on the income and expenditure of the proceeding year. The budget for examination prepared for 2023-2024, also was presented by the committee. The fee collection for the Academic Year 2023-2024 also presented.

Sr. Sahaya Selvi thanked the committee members and the meeting came to an end by 4 p.m.

Name	Designation	Signature
Sr. Sahaya Selvi	Principal	
Sr. Mary Hilda	Secretary	
Sr. Asha	Superintendent	
Sr. Antin Mary	Member	
Dr. J. Divya Merry Malas	Member	
Ms. Amalorpavam	Member	
Ms. Rushya	Member	
Mr. Baskaran	Auditor	

2022-2023

Proceedings of the meeting of the Finance Committee held on 5th May 2022, in the college premises
 Ref No: 17 - Vol. II - 2022 - 2023.

S.No	Members	Designation	Signature
1.	Dr. Sr. Anne Perpet Sophy	Principal and chair person	S. Anne Perpet Sophy
2.	Dr. Sr. Gerardin Jayam	Secretary & Member	S. Gerardin 5.5.2022
3.	Dr. Sr. Leema Rose.	Vice Principal	Absent
4.	Sr. Asha	Member	Asha
5.	Dr. M. Mary Helen Stella.	Senior Staff.	M. Helen Stella
6.	Mr. Baskaran	Auditor.	M. Baskaran

To meet the expenses for the academic year 2020-21, we received in advance Rs 50000 from the management in anticipation of the autonomy grant from UGC. Out of this Rs 50000, we have spent Rs 15000 towards autonomy expenses and we have transferred the autonomy grant interest Rs 24442 to the UGC account. But on 25th September 2020, we have received a letter from UGC not to spend for any expenses as there was scarcity of funds for the year 2020-2021. Therefore, we have not spent Rs 147182 (Rs 400000 from the management and purchased things on credit for Rs 982255) in anticipation of the grant due from UGC for the

academic year 2021-2022.

The meeting of the Finance Committee for the year 2021-2022 began with a silent prayer at 2 P.M. on 5th May 2022. Except Dr. Sr. Lucia Rose, the Vice Principal, all the other members were present for the meeting. Dr. Sr. Anne Perpet Sophia, the chairperson welcomed the members. The minutes of the previous meeting held on 12.6.2021 was read out and approved.

The audited statement of receipts and payments account for the budget year 2021-22 was also presented and approved.

Members also discussed about the proposed allotment towards expenditure under various heads as per the guidelines of the UGC. The budget for annual expenditure for 2022-2023 is presented in the following table.

S.No	Item	Amount in Rs.
1.	Up-gradation of syllabus on regular basis making it skill oriented with quantifiable outcomes	10000
2.	Orientation and re training of teachers	40000
3.	Re-designing courses and development of Teaching/Learning materials.	45000
4.	Workshop and Seminars.	65000
5.	Examination reforms	10000
6.	Furniture, Office, classrooms, Library and laboratories, Library Equipments, Books/Journals.	700000
7.	Renovation and Repairs not leading to construction of a new building	100000
8.	Extension activities.	30000
9.	Office Equipments, teaching aids and Laboratory equipments	945000
10.	Guest Visiting Faculty	15000
11.	Capacity building for teachers.	20000
12.	Development of Area Study Programmes.	20000
	Grand Total.	2000000

Dr. Sr. Anne Perpet-Sophy, the chairperson thanked the members and the meeting came to an end by 3.30 p.m

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20
Meeting of the Finance Sub-Committee held on
18/02/2022 at the college premises.
Ref. No. 5 Vol. I/2022-2023/ Finance Sub-committee

Members Present	Principal
Sr. Sahaya Selvi	Secretary
Sr. Mary Hilda	Bursar
Sr. Shanthi Alphonse	Superintendent
Sr. Asha	Member
Sr. Antin Mary	Member
Dr. J. Divya Mary Malar	Member
Ms. Amalorpavani	Member
Ms. Rushya	Auditor
Mr. Baskaran	

The finance sub-committee began at 3p.m with prayer. Sr. Sahaya Selvi, the Principal welcomed the members. The minutes of the previous meeting was read by Sr. Shanthi, the Bursar.

Sr. Shanthi read the proposed budget for 2022-2023 based on the income and expenditure of the proceeding year. The budget for examination prepared for 2022-2023 also was presented by the committee. The fee collection for the Academic Year 2022-2023 also presented.

Sr. Sahaya selvi thanked the committee members and the meeting came to an end by 4p.m.

Name	Designation	Signature
Sr. Sahaya Selvi	Principal	[Signature]
Sr. Mary Hilda	Secretary	
Sr. Shanthi Alphonse	Bursar	
Sr. Asha	Superintendent	[Signature]
Sr. Antin Mary	Member	
Dr. J. Divya Mary Malar	Member	[Signature]
Ms. Amalorpavani	Member	
Ms. Rushya	Member	
Mr. Baskaran	Auditor	[Signature]

2021-2022

Meeting of the Finance Sub-committee held on 21/06/2021
at the college premises

Ref No. 4 Vol. I/2021-2022/Finance Sub-committee

Members Present

Sr. Anne Perpet Sophy	Principal
Sr. Gerardine Jayam	Secretary
Sr. Shanthi Alphonee	Bursar
Sr. Asha	Superintendent
Sr. Sahaya Selvi	Member
Sr. Antin Mary	Member
Dr. J. Divya Merry Malar	Member
Ms. Amalorpavam	Member
Ms. Rushya	Member
Mr. Baskaran	Auditor

The finance sub-committee began at 3 p.m. with prayer. Sr. Sophy, the Principal welcomed the members. The minutes of the previous meeting was read by Sr. Shanthi, the Bursar.

Sr. Shanthi read the proposed budget for 2021-22 based on the income and expenditure of the proceeding year. The budget for Examination prepared for 2021-22 also was presented to the committee. The fee collection for Sr. Sophy thanked the committee members and the meeting came to an end by 4 p.m.

Name	Designation	Signature
Sr. Anne Perpet Sophy Selvi	Principal	Sr. Anne Perpet Sophy
Sr. Gerardine Jayam Mida	Secretary	
Sr. Shanthi Alphonee	Bursar	
Sr. Asha	Superintendent	Asha
Sr. Sahaya Selvi	Member	Selvi
Sr. Antin Mary	Member	
Dr. J. Divya Merry Malar	Member	Dr. J. Malar
Ms. Amalorpavam	Member	
Ms. Rushya	Member	Rushya
Mr. Baskaran	Auditor	Baskaran

2020-2021

Proceedings of the meeting of the Finance Committee
held on 18/6/2020 in the college premises.
Ref. No. 16 - Vol. - II - 2020 - 2021

No	Members	Designation	Signature
1.	Dr. Sr. Anne Perpet Sophy	Principal and Chairperson	Dr. Anne Perpet Sophy
2.	Dr. Sr. Gerardin Jayaram	Secretary & Member	Dr. Gerardin
3.	Dr. Sr. Leema Rose	Vice Principal	Dr. Leema
4.	Sr. Asha	Member	Asha
5.	Dr. M. Mary Helen Stella	Senior Staff	M. Helen Stella
6.	Mr. Baskaran	Auditor	Mr. Baskaran

The meeting of the Finance committee began with a silent prayer at 2:30 pm on 18th June 2020. All the members were present for the meeting. Dr. Sr. Anne Perpet Sophy, the chairperson welcomed the members. The minutes of the previous meeting held on 12th April 2019 was readout and approved. The audited statement of receipts and payments account for the budget year 2019-20 was also presented and approved.

Members also discussed about the proposed allotment towards expenditure under various heads as per the guidelines of the UGC. The budget for annual expenditure for 2020-2021 is presented in the following table.



S.No.	Item	Amount (in Rs)
1.	Up-gradation of Syllabus on regular basis making it skill oriented with quantifiable outcomes	25000
2.	Orientation & re-training of Teachers	40000
3.	Re-designing Courses & Development of Teaching/Learning Materials	25000
4.	Workshop and Seminars	65000
5.	Examination reforms	45000
6.	Furniture Office, Class rooms, Library and laboratories, Library Equipments, Books/Journals	640000
7.	Renovation and Repairs not leading to construction of a new building	100000
8.	Extension Activities	25000
9.	Office Equipments, Teaching aids, Laboratory equipment	980000
10.	Guest Visiting Faculty	15000
11.	Capacity building for teachers	20000
12.	Development of Area Study Programmes	20000
	Grand Total	20,00,000

Dr. Sr. Anne Perpet Sophy, the chairperson thanked the members and the meeting came to an end by 3.30 p.m.

S. Anne Perpet Sophy

5/05/2022

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Meeting of the Finance Sub-Committee held on 12.6.2020
at the college premises

Ref no. 3. vol I/2020-21 / Finance Sub-Committee

Members Present

Sr. Anne Perpet Sophy	Principal
Sr. Gerardin Jayam	Secretary
Sr. Shanthi Alphonse	Bursar
Sr. Acha	Superintendent
Dr. Ms. Divya Mercy Malar	Member
Ms. Amalorpavam	Member
Ms. Roshya	Member
Mr. Baskaran	Auditor

The finance subcommittee began at 3 pm with prayer. Sr. Sophy, the Principal welcomed the members. The minutes of the previous meeting was read by Sr. Shanthi, the bursar.

Sr. Shanthi read the proposed budget for 2020-21 based on the income and expenditure of the proceeding year. The budget for Examination prepared for 2020-21 also was presented to the committee.

Sr. Sophy thanked the committee members and the meeting came to an end by 4 pm.

Name	Designation	Signature
Sr. Anne Perpet Sophy	Principal	Sr. Anne Perpet Sophy
Sr. Gerardin Jayam	Secretary	Sr. Gerardin
Sr. Shanthi Alphonse	Bursar	
Sr. Acha	Superintendent	Ms.
Dr. Ms. Divya Mercy Malar	Member	Dr. M. D.
Ms. Amalorpavam	Member	
Ms. Roshya	Member	
Mr. Baskaran	Auditor	

2019-2020

Proceedings of the meeting of the Finance Committee held on 12/4/2019 in the college premises

Ref. No: 15 - Vol - II - 2019 - 2020

S.No	Members	Designation	Signature
1.	^{Dr.} Sr. M.R. Basil Rose	Principal & Chairperson	
2.	Dr. Sr. Gerardin Jayam	Secretary & Member	Dr. Gerardin
3.	Dr. Sr. Mary Johny	Vice Principal	Dr. Mary
4.	Dr. Sr. Anne Perpet Sophy	Controller of Examination.	Sr. Anne Perpet Sophy
5.	Sr. Asha	Member	Asha
6.	Dr. M. Mary Helen Stella	Member	M. Mary Helen Stella
7.	Mr. Baskaran	Auditor	Mr. Baskaran

The meeting of the Finance Committee began with a silent prayer at 2 p.m on 12th April 2019. All the members were present for the meeting. Dr. Sr. Basil Rose, the Chairperson welcomed the members. The minutes of the previous meeting held on 20th April 2018 was readout and approved. The audited statement of receipts and payments account for the budget year 2018-19 was also presented and approved.

Members also discussed about the proposed allotment towards expenditure under various heads as per the guidelines of the UGC. The budget for annual expenditure for 2019-20 is presented in the following table.

S.No	Item	Amount (in Rs)
1.	Up gradation of syllabus on regular basis making it skill oriented with quantitative outcomes	25000
2.	Orientation and re-training of Teachers	50000
3.	Re-designing Courses and Development of Teaching/Learning Materials	25000
4.	Workshop and seminars	100000
5.	Examination reforms	45000
6.	Furniture office, class rooms, Library and laboratories, Library Equipments, Books/Journals	700000
7.	Renovation and Repairs not leading to construction of a new building	50000
8.	Extension Activities	25000
9.	Office Equipments, teaching aids and laboratory equipment	900000
10.	Guest Visiting Faculty	30000
11.	Capacity building for teachers	25000
12.	Development of Area Study Programmes	25000
	Grand Total	20,00,000

Dr. Sr. Basil Rose, the chairperson thanked the members and the meeting came to an end by 3.30 p.m.

Sr. Mrs. Perpet Saphy
PRINCIPAL
 Holy Cross College
 (Autonomous)
 Nagercoil - 629 004.



8

MEETING OF THE FINANCE SUB COMMITTEE
held on 19.7.2019 at the college premises
Ref No. 2 Vol I/2019-20/Finance Sub-committee

Members Present	
Sr. Anne Perpet Sophy	Principal
Sr. Gerardin Jayam	Secretary
Sr. Shanthi Alphonse	Bursar
Sr. Asha	Superintendent
Dr. Ms. Divya Mury Malar	Member
Ms. Analoopavam	Member
Ms. Rushya	Member
Mr. Baskaran	Auditor

The finance sub committee began ^{at 3pm} with a prayer. Sr. Sophy, the Principal welcomed the members. The minutes of the previous meeting was read by Sr. Shanthi, the bursar.

Sr. Shanthi read the proposed budget for 2019-2020 based on the income and expenditure of the preceding year. It was said that ⁱⁿ the current year, the amount under certain headings are more due to the NAAC reaccreditation. It may not occur in the successive years.

The budget for Examination prepared for 2019-2020 also was presented to the committee.

11
12

Sr. Gerardin Jayam informed about an additional item of expenditure this year, i.e. purchase of a software (myclassroom) which could be used to find out the attainment of students based on 'Outcome Based Education'. Rs 180/- can be collected from each student for this purpose every year for AMC. This amount can be collected along with Examination fees.

Sr. Sophy thanked the committee members and the meeting came to an end by 4 pm.

Name	Designation	Signature
Sr. Anne Perpet Sophy	Principal	Sr. Anne Perpet Sophy
Sr. Gerardin Jayam	Secretary	Sr. Gerardin
Sr. Shanthi Alphonse	Bursar	Sr. Shanthi
Sr. Asha	Superintendent	Ms.
Dr. Ms. Divya Mercy Malar	Member	Dr. Divya
Ms. Amalorpavam	Member	A. Amalorpavam
Ms. Rushya	Member	Ms. Rushya
Ms. Baskaran	Auditor	Ms. Baskaran