Mahatma Education Society's

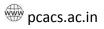
Pillai College of Arts, Commerce & Science (Autonomous)

Affiliated to University of Mumbai

Dr.K.M.Vasudevan Pillai Campus, Sector-16, New Panvel – 410206 "Re-accredited 'A' Grade by NAAC" "Best College Award by UOM" "ISO 9001:2015 Certified"

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Action Taken Report

2nd Finance Committee Meeting

Conducted on 13th February, 2020 at 11:30 a.m.

Recommendation	Action Taken
Budget for only new activities	The suggestion was accepted and in the
incorporated should be discussed in the	subsequent meetings only new items of
meeting.	budget will be discussed.
Verification of budget estimates by	Budget Estimate verified by management
management.	before sending to U.G.C.
Quotations to be seeked before finalising	Quotations were invited from vendors and
order.	post approval from management orders
	were placed.
Increase in Examination Fees	Suggestion was accepted by the
	Committee and the same was
	implemented.
Seek management approval for purchasing	Management Body approval was taken
shredding machines.	before purchase.
Detailing Library Expenses	Instructions given to Librarian about
	detailing such items in upcoming budgets.
Seeking information on formula for	Formula for breakage expenses is Total
calculation of Breakage Expenses.	Cost of Breakage/Number, which is being
	used for the Biotechnology Laboratory.
Include Budget of Certificate Courses in	Budget for Certificate Courses has been
Master budget.	forwarded to the Budget Committee for
	incorporation.