

Minutes of the meeting

21st Finance Committee Meeting

Held on:05-03-2025 (Wednesday)

Time: 2:30 pm.

Venue : Board Room, Hindustan Registered Office, Guindy.

Members present:

Sl.No.	Members	Designation	Position
1.	Dr. Anand Jacob Verghese	Chancellor	Patron
2.	Dr. Ashok George Verghese	Pro-Chancellor	Patron
3.	Col. (Hon) Dr. S. N. Sridhara	Vice-Chancellor	Chairperson
4.	Dr. Muthukumar Subramanian	Registrar	Member
5.	Mr. R. Venkatesh	Auditor	External Member
6.	Mr. M. K. Rangaswamy	Auditor	External Member
7.	Mrs. Asha Mathen	Director,IIFL	External Member
8.	Ms. N. Padmapriya	Financial Controller	Member
9.	Mr. Y. Selvarajan	Finance Officer	Ex-officio Secretary

1. Welcome note by the Vice-Chancellor.

Vice-Chancellor Dr. S. N. Sridhara welcomed the Hon'ble Chancellor, Pro-Chancellor, Registrar, External members and internal members to the 21st Finance Committee Meeting, briefed the agenda of the meeting and invited the members to share their productive suggestions for improvement.

At the outset, the Vice-Chancellor informed that this 21st Finance Committee Meeting was earlier scheduled on 12-11-2024 and adjourned sine die due to administrative reasons and rescheduled for today 05-03-2025.

2. Presidential Address by the Hon'ble Chancellor.

The Hon'ble Chancellor Dr. Anand Jacob Verghese extended warm welcome to the members.

The Chancellor exhorted the More internal meetings need to be convened periodically to review the status of fund flow and to streamline the revenue.

- a) The salient features of the previous year's budget can be introspected and budget for the forthcoming year can be prepared accordingly and also by considering the new developmental activities taking place at HITS such as Off-Campus, etc.
- b) To strengthen Research and Development by introducing Post-Doctoral Fellowship schemes from the ensuing academic year.
- c) To empower the students with the new technology Artificial Intelligence by introducing AI courses in all the disciplines in order to make them industry ready technocrats. Also the IT team can train the Faculty and Staff to incorporate AI effectively in all their functioning.

3. Confirmation of the Minutes of the 20th Finance Committee Meeting.

The Registrar presented the Minutes of the 20th Finance Committee Meeting held on 05-04-2024 for confirmation.

The Minutes was confirmed unanimously.

4. Action Taken Report on the minutes of the 20th Finance Committee Meeting.

The Registrar presented the Action Taken Report on the minutes of 20th Finance Committee Meeting held on 05-04-2024. The ATR was confirmed unanimously.

5. Review of Budget for AY 2024-'25 with the actuals for 9 months.

The Finance Officer Mr. Y. Selvarajan presented the utilization of budget for the past 9 months in the FY 2024-'25. (Annexure – I).

- a) The Pro-Chancellor suggested to utilize the infrastructure available in the campus effectively by introducing more shifts.
- b) The external member Mr. R. Venkatesh suggested the following in order to improvise the financial status of the institution.
 - i. To utilize the infrastructure optimally
 - ii. Reduce the expenditures
 - iii. Offer more programmes through online.
 - iv. Increase the fee for the ensuing academic year admissions. (As the fee revision was already implemented in the current academic year 2024-'25 for senior students).



- v. Make survey with Alumnae about their satisfaction and implement their suggestions for improvement.
- vi. To control the spending on infrastructure management.

6. Any other business with the permission of the Chair.

- a) The Minutes of the Fee Fixation Committee meeting which was held on 21-01-2025 placed before the Finance committee with the approval of the Chairperson of the meeting and the same was confirmed by the members. (Annexure – II)
- b) The Chancellor directed to implement the revised fee for LL.B admissions from the AY 2025-'26.

7. Vote of Thanks by the Financial Controller.

The Financial Controller thanked the Hon'ble Chancellor and Pro-Chancellor for their valuable inputs and directions.

FC thanked the external and internal members for their valuable suggestions and guidance for sustainable financial developments.

FINANCE OFFICER

HINDUSTAN INSTITUTE OF TECHNOLOGY AND SCIENCE
BUDGET VS ACTUAL - INCOME & EXPENDITURE FOR THE FINANCIAL YEAR 2024- 2025
(Rs. in Lakhs)

Si. No	PARTICULARS	2022-2023		2023-2024		2024-2025		
		BUDGET	ACTUAL (AUDITED)	BUDGET	ACTUAL (AUDITED)	BUDGET	Actual as on 31.12.24	9 months Utilization %
1	Tuition Fee	13,595	11,637	14,436	12,424	14,065	12,740	91
2	Hostel Fee	580	550	1,154	1,042	1,423	1,129	79
3	Bus Fee	305	292	356	418	549	443	81
4	Research Fee / Project Sponsorship	236	116	792	229	434	144	33
5	Registration Fee Etc..	681	288	488	292	378	267	71
	Total Income	15,397	12,883	17,225	14,405	16,849	14,724	87
	REVENUE EXPENSES							
6	Salary & Allowances Staff	5,116	5,414	5,653	6,008	6,015	4,322	72
7	Accreditation Expenses	92	92	70	86	86	73	86
8	Research & Development Expenses	242	181	610	123	341	162	48
9	Seminar & Conference / Symposium	85	299	302	307	266	234	88
10	Software Expenses	37	72	114	69	75	151	202
11	Electricity Charges	225	239	247	236	277	256	92
12	Fuel & Vehicle Maintenance	385	376	385	418	415	386	93
13	Equipment Maint. & Repair General	390	397	245	256	389	254	65
14	Building Maintenance	90	83	50	53	150	109	72
15	Promotion & Advertisement	732	643	718	929	924	635	69
16	Printing & Stationery	164	151	131	145	152	91	60
17	Travelling & Conveyance	478	446	463	450	466	368	79
18	Teaching & Training Expenses	711	721	467	647	615	811	132
19	Lab Expenses & Consumables	22	26	120	29	77	7	10

20	Professional & Consultancy Expenses	445	528	385	498	381	406	107
21	Hostel Expenses			580	554	749	463	62
22	Sports / Events Expenses	175	78	135	48	158	45	28
23	Library Membership & Subscription	47	99	323	97	210	137	66
24	Rent, Taxes, Infrastructure Amenities	134	157	113	115	134	86	64
25	ICT Expenses (Internet, Telephone etc)	48	58	72	63	110	59	54
26	Scholarship	2,650	1,032	710	972	553	540	98
27	Insurance Expenses	15	14	25	11	29	9	31
27	Depreciation	1,250	1,170	1,271	1,363	1,365	1,057	77
	Total Revenue Expenses	13,533	12,276	13,191	13,477	13,936	10,662	77
	Excess of Income over Revenue Expenses	1,864	607	4,034	928	2,913	4,062	
	Net Cash Surplus of Income over Revenue Expenses	3,114	1,777	5,306	2,291	4,278	5,119	
	CAPITAL EXPENDITURE							
28	Civil Constructions / Projects	2,160	1,870	6,748	3,397	3,156	2,750	87
29	Research / Lab Equipment	280	362	383	192	388	234	60
30	Furniture & Other Equip	125	139	158	112	128	58	45
31	ICT, Computer, Accessories & Software	60	138	459	272	422	290	69
32	Vehicles & Others	480	690	75	330	353	393	111
	Total Capital Expenses	3,105	3,200	7,824	4,303	4,447	3,725	84
	Total Expenses	16,638	15,476	21,015	17,780	18,383	14,387	78

Minutes of the Meeting

FEE FIXATION SUB-COMMITTEE (FFC)

Held on : 21-01-2025 (Tuesday)
 Time : 2.30 pm.
 Venue : Conference Hall, Hindustan Head Office, Guindy, Chennai - 16.

Hon'ble Pro-Chancellor Dr. Ashok George Verghese, presided over the meeting.

The following Members were present.

S.No.	Name of the Member	Designation	Position
1.	Dr. Muthukumar Subramanian	Registrar	Member
2.	Dr. M. Murali Krishna	Director, IQAC	Convener
3.	Mr. R. Venkatesh	Auditor	External Member
4.	Mr. M. K. Rangaswamy	Auditor	External Member
5.	Mrs. Asha Mathen	Director, IIFL.	External Member
6.	Mr. Salim Mahmood	Deputy Director, Admissions	Member
7.	Dr. D. John Aravindhar	Dean, Admissions	Member
8.	Ms. N. Padmapriya	Deputy Financial Controller	Member
9.	Mr. Y. Selvarajan	Finance Officer	Ex-officio Secretary

1. Welcome Address by the Registrar.

Dr. Muthukumar Subramanian, Registrar welcomed the Pro-Chancellor, external and internal members and briefed the agenda of the meeting. He requested the newly joined members to introduce themselves to the committee members.

- Ms. N. Padmapriya, joined as Deputy Financial Controller (DFC) with 15 years of industry experience and few months of academic experience. Worked at reputed industries such as Lucas TVS and Murugappa group.
- Dr. Murali Krishna, joined as Director, IQAC with more than 35 years of teaching and administrative experience. Worked at various leading educational institutions at various positions such as Dean, Principal, etc.

2. **Address by the Pro-Chancellor.**

The Hon'ble Pro Chancellor extended New year 2025 and Pongal wishes to the members. Congratulated newly joined members and Dr. D. John Aravindhar for getting promoted as Dean, Admissions.

The Pro-Chancellor requested the members to discuss and decide the tuition, utility fee etc., for the ensuing academic year 2025-26 deliberately.

3. **Review of Minutes of the previous Fee Fixation Committee Meeting held on 06-02-2024.**

The Registrar presented the Minutes of the previous Fee Fixation Committee Meeting held on 06-02-2024 for confirmation. The members were confirmed the same.

4. **Status report on the Fee Receivable 2024-25 against the Budget and Fee Outstanding.**

Mr. Y. Selvarajan, Finance Officer presented the following financial details

HINDUSTAN INSTITUTE OF TECHNOLOGY AND SCIENCE
BUDGET SUMMARY FOR THE FINANCIAL YEAR 2024-2025

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		BUDGET	ACTUAL (AUDITED)	BUDGET	Actual as on 31.12.24
1	Tuition Fee	14,435	12,424	14,065	12,740
2	Hostel Fee	1,154	1,042	1,423	1,129
3	Bus Fee	356	418	549	443
4	Research Fee / Project Sponsorship	792	229	434	144
5	Registration Fee Etc..	488	292	378	267
	Total Income	17,225	14,405	16,849	14,724

5. **Fee fixation of Tuition fee, Hostel Fee & Bus Fee for the Academic Year 2025-'26.**

Dr. John Aravindhar, Dean, Admissions presented the details of Fees structure for all programmes including new programmes, Hostel and Transport facilities.

(See the attached Annexure – I)

The following details were discussed and suggested.

- The proposed Fees for *new B.Sc. Programmes: i. Digital Forensics and Cyber Security, ii. Criminology and Police Administration, and iii. Forensic Sciences* to be

offered in collaboration with Center of Excellence in Digital Forensics (CoEDF), Chennai, are seems to be very high. It was suggested to introduce the programmes with very nominal fee and later the fees can be increased after successful establishment of the programmes.

- It was suggested to keep the HHO, Guindy as the Study Centre for the M.B.A. Executive Programme. Since, the HHO is in the heart of the city, students across Chennai can easily access for enquiry, admissions and attend weekend / evening classes.
- The Pro-Chancellor expressed that the M.B.A Aviation Safety Management programme in collaboration with ENAC couldn't attract admissions from industry employees as expected. This may be due to higher fee structure. Hence, the Pro-Chancellor suggested to explore the possibilities of attracting more admissions in the coming Academic Year.

It was suggested to provide opportunity to the students to visit ENAC France for short term learning / Semester abroad etc.,

- The Auditors recommended the following,
 - To reduce cost of Hostel rooms marginally in order to increase the intake.
 - The hostel rooms can be generalized as Premium, Executive and Standard to cater the needs of the students with different income level.
- The Pro-Chancellor directed to form a Fee Review Committee comprising of Deputy Director (Admissions), Dean-Admissions, Deputy Financial Controller, Finance Officer, Transport Manager and Hostel Managers to,
 - Review the Tuition, Hostel and Transport Fees for the AY 2025-'26,
 - Introduce new schemes / offers to increase hostel intake / transport users.
 - Introduce novel ideas to attract more students for advance payment of fees.
 - Submit a detailed report within two weeks (by 04-02-2025).
- The Pro-Chancellor suggested to increase the number of buses and routes in order to enable more number students to commute using institution transport.
- The Auditors suggested to,
 - Send a new circular highlighting the offers for advance fee payment only for 200 students on first come first served basis.
 - To reconsider the offer of advance payment for the Academic Year 2026-27 as it seems too early.
 - Rationalize the shortage of funds toward additional costs.
- The Pro-Chancellor suggested to,

- Mobilize sponsored scholarships from various industries (at least 100 companies) associated with HITS in terms of MOUs and offering degree programmes jointly such as IBM, HTC, etc.
- Streamline the CODE operations in order to improve the standard of Online Education and increase the students' enrollment. Subject experts across the globe can be inducted when the student strength increases significantly.

6. Vote of thanks by the Director-IQAC.

Dr. M. Murali Krishna, Director IQAC proposed the vote of thanks. He thanked the Pro-Chancellor for his gracious presence and the valuable directions with regard to fee fixation. Extended gratitude to the external members for their valuable suggestions and guidance. He appreciated the Admission team for presenting the revised fee structure for the AY 2025-26 and assured of support for the admissions in forth coming months.



REGISTRAR

Copy to All Members.