

**Minutes of the 9th Meeting of
Board of Management & Finance Committee
Held on 26th September, 2020**

The 9th Meeting of the Board of Management & Finance Committee of Marwadi University was held on 26th September, 2020 at 3:00 pm virtually on Google Meet. The meeting was chaired by Mr. Ketan Marwadi, President, Marwadi University.

The President welcomed all the distinguished members of the Board of Management & Finance Committee.

The Agenda for the day was taken up as below:

Item No. 1 – Confirmation of Minutes of the Meeting of Board of Management & Finance Committee held on 11th February, 2020.

The Minutes of the 8th Meeting of the Board of Management & Finance Committee of the University held on 11th February, 2020, was circulated amongst the members of the Board for their comments / observations. No comments/observations were received from any of the members.

Resolution:

RESOLVED that, the Minutes of the 6th Meeting of the Board of Management & Finance Committee of the University held on 11th February, 2020 are **CONFIRMED**.

Item No. 2 – Action Taken Report of the Minutes of the 8th Meeting of the Board of Management & Finance Committee of the University held on 11th February, 2020.

The Action Taken Report on the resolution of the said board meeting was placed before the Board for consideration and was requested to accept.

Resolution:

RESOLVED that, the actions taken on the decisions of the 8th Meeting of the Board of Management & Finance Committee of the University held on 11th February, 2020 are **ACCEPTED** as reported.

Item No. 3 – HR Policy

Resolution:

RESOLVED that, New Detailed HR Policy presented by Ms. Sonal Punjani (HR Head) will be circulated to each member for further study and changes/modification as needed. Separate meeting for this meeting will be called for discussion and implementation.

Item No. 4 – HR Handbook

Resolution:

RESOLVED that, New Detailed HR Hand Book presented by Ms. Sonal Punjani (HR Head) will be circulated to each member for further study and changes/modification as needed. Separate meeting for this meeting will be called for discussion and implementation

Item No. 5 & 7 – New Employee joining & delayed Joining due to Corona pandemic

HR Department has present the situation of new employees joining and delayed in joining for some of the employees due to corona pandemic related restrictions in various parts of region.

RESOLVED that, report presented by HR department regarding delayed joining of new employees to be accepted as the delay is caused due to Corona pandemic situation.

Item No. 6 – Health and Life Insurance for Consultancy Team going to third party plants for sampling

It is to be conveyed that considering the risk while caring out the Third Party Environment audit by Consultancy team of MEF it is advisable to take suitable Health and Life insurance cover for all team members who are involved in that work.

Resolution:

RESOLVED that, Suitable Health and Life insurance cover for all team members who are involved in that work to be taken after considering the various proposal received from different insurance companies.

Item No. 8 – Updates on Corona Cases

HR Department has presented the fact sheets on corona positive cases among the staff members and their family members.

Resolution:

RESOLVED that, adequate safety and pre-caution measures to be taken in institute premises, and to identified the corona cases at the early stages frequent Rapid Antigen Test program to be arranged in near future.

Item No. 9 – New Inventory Labeling System

It was presented and discussed in length that there should be uniform, logical labeling should be there in all inventories of institute.

Resolution:

RESOLVED that, New Inventory labeling system to be implement and stores department should take prime responsibility to carried out this work.

Item No.10 – Auditors Report

Statutory audit report Duly Signed by Management & Statutory Auditor for the Financial Year 2019-20 is presented to board members.

Resolution:

RESOLVED that, Audit report for the Financial Year 2019-20 as presented to board to be accepted as it is.

Item No.11– Budget 20-21

Due to corona pandemic situation, institute needs to change its budget for the FY 2020-21, hence revised budget (Given in annexure) is presented to board members.

Resolution:

RESOLVED that, revised budget as presented to Board to be accepted and to be placed in records.

Item No.12– Table Agenda: Reduction in Salary


Resolution:

RESOLVED that,

The Meeting ended with Thanks to the Chairperson.

Dr. Y P Kosta
Provost – Marwadi University




Mr. Hardik Dhulia
Accounts Officer – Marwadi University

Approved


Mr. Ketan Marwadi
President – Marwadi University