SHRI VISHNU COLLEGE OF PHARMACY

Vishnupur, Bhimavaram – 534 202 (Autonomous)

FINANCE COMMITTEE ME ETING – NOTICE

DATE: 22-02-2024

It is proposed to conduct a Finance Committee meeting for the Financial Year 2023-24 on 24-02-2024 at 2.30 p.m. in the Placement Cell. All members are requested to attend the meeting.

AGENDA

Items for Discussion

21. 1. Review of budget utilisation and institutional expenditure.
22. 2. Review of institutional revenue and expenditure trends.
23. 3. Review of maintenance of equipment, machinery and laboratory consumables.
24. 4. Review of grants and expenditure statements for funded research pr ojects.

Thanking you,

K. S.

Principal

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MINUTES OF THE FINANCE COMMITTEE MEETING – 24-02-2024

DATE: 26-02-2024

Financial Year: 2023-24

Members Present

S. No.	Name	Position
1	Dr. K. S. Nataraj, Professor	Chairman
2	Mr. S. S. S. Varma	Member
3	Dr. P. V. Swamy, Professor	Member
4	Mr. Ch. Rajashekar	Finance Officer

The meeting commenced with introductory remarks by the Chairman. The agenda items were taken up for discussion by the committee.

Resolutions / Proceedings

1. Budget utilisation

The committee reviewed the budget utilisation reported by departments and discussed the expenditure position. Departments were advised to reconcile records and ensure that expenditure was supported by appropriate documentation.

2. Institutional revenue and expenditure

The revenue and expenditure statement presented by the Finance Officer was reviewed. The committee recommended continued monitoring of receipts and payments and reporting of significan t deviations.

3. Equipment, machinery and consumables

The committee reviewed maintenance requirements and expenditure for equipment, machinery and consumables. Essential maintenance was recommended to be undertaken in accordance with approved allocations.

4. Funded research projects

The committee reviewed the status of available expenditure statements for funded projects. The concerned investigators were advised to ensure compliance with funding-agency conditions and timely submission of required reports.

Principal

Copy to all Finance Committee members

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