# SHRI VISHNU COLLEGE OF PHARMACY

Vishnupur, Bhimavaram – 534 202 (Autonomous)

## FINANCE COMMITTEE MEETING – NOTICE

DATE: 24-02-2022

It is proposed to conduct a Finance Committee meeting for the Financial Year 2021-22 on 26-02-2022 at 2.30 p.m. in the Placement Cell. All members are requested to attend the meeting.

AGENDA

Items for Discussion

5. 1 Review of budget utilisation and expenditure against sanctioned allocations.
6. 2. Review of institutional revenue and expenditure.
7. 3. Review of expenditure and utilisation documents for funded research projects.
8. 4. Review of maintenance of laboratory equipment, machinery and consumables.

Thanking you,

K. S. Varma

Principal

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Shri Vishnu College of Pharmacy
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## MINUTES OF THE FINANCE COMMITTEE MEETING – 26-02-2022

DATE: 28-02-2022

Financial Year: 2021-22

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 and expenditure

The committee reviewed expenditure against the sanctioned budget and discussed the utilisation reported by departments. Departments were advised to maintain proper supporting documentation and monitor expenditure against approved allocations.

2. Institutional revenue and expenditure

The revenue and expenditure position presented by the Finance Officer was reviewed. The committee recommended continued monitoring and periodic reporting of significant variations.

3. Funded research projects

The committee reviewed the expenditure statements and utilisation documents available for funded research projects. The concerned investigators were advised to ensure that expenditure was aligned with the sanction conditions and that reports were submitted within the prescribed timelines.

4. Maintenance of equipment and consumables

The committee reviewed maintenance-related expenditure and the requirements for laboratory equipment, machinery and consumables. Necessary maintenance was recommended in accordance with approved allocations.

K. S. Nataraj

Principal

Principal
Shri Vishnu College of Pharmacy
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Copy to all Finance Committee members