SHRI VISHNU COLLEGE OF PHARM ACY

Vishnupur, Bhimavaram – 534 202 (Autonomous)

FINANCE COMMITTEE MEETING – NOTICE

DATE: 16-11-2023

It is proposed to conduct a Finance Committee meeting for the Financial Year 2023-24 on 18-11-2023 at 2.00 p.m. in the Placement Cell. All members are requ ested to attend the meeting.

AGENDA

Items for Discussion

17. 1 Discussion and approval of the proposed annual budget for 2023-24.
18. 2. Review of capital budget, laboratory equipment and infrastructure proposals.
19. 3. Review of operating expenditure and budget allocations across departments.
20. 4. Review of financial reporting procedures and record maintenance.

Thanking you,

Principal

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Shri Vishnu College of Pharmac
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MINUTES OF THE FINANCE COMMITTEE MEETING – 18-11-202 3

DATE: 20-11-2023

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. Proposed annual budget for 2023-24

The proposed budget for the financial year 2023-24 was discussed with reference to departmental and institutional requirements. The committee recommended the proposed allocations for approval through the prescribed institutional process.

2. Capital budget and infrastructure

Capital requirements relating to laboratory equipment and infras tructure were reviewed. The committee recommended that proposals be prioritised and expenditure be incurred only after the required approvals.

3. Operating expenditure

The operating expenditure and allocations across departments were reviewed. Departments were advised to monitor spending and ensure that expenditure remained within sanctioned budgets wherever possible.

4. Financial reporting and records

The committee discussed the need for timely financial reporting and systematic maintenance of bills, vouch ers, approvals and other supporting records. The Finance Office was advised to continue periodic monitoring.

Principal

Copy to all Finance Committee members

Principal
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