SHRI VISHNU COLLEGE OF PHARMACY

Vishnupur, Bhimavaram – 534 202 (Autonomous)

FINANCE COMMITTEE MEETING – NOTICE

DATE: 14-11-2024

It is proposed to conduct a Finance Committee meeting for the Financial Year 2 024-25 on 16-11-2024 at 2.00 p.m. in the Placement Cell. All members are requested to attend the meeting.

AGENDA

Items for Discussion

25. 1 Review and approval of the proposed annual budget for 2024-25.
26. 2. Discussion on capital budget, infrastructure and laboratory requirements.
27. 3. Review of departmental operating expenditure and unbudgeted expenditure proposals.
28. 4. Review of insurance and essential institutional service renewals.

Thanking you,

Principal

Principal
Shri Vishnu College of Pharmac,
(Autonomous)
Vishnupur, Bhimavaram-534 202

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MINUTES OF THE FINANCE COMMITTEE MEETING – 16-11-2024

DATE: 18-11-2024

Financial Year: 2024-25

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 2024-25

The proposed annual budget was placed before the committee and departmental requirements were discussed. The committee recommended the budget for approval through the institutional process, subject to applicable financial procedures.

2. Capital budget and infr astructure

Capital expenditure proposals and laboratory and infrastructure requirements were reviewed. The committee recommended prioritisation based on institutional needs and availability of funds.

3. Operating and unbudgeted expenditure

Departmental ope rating expenditure and unbudgeted proposals were discussed. The committee advised that any unbudgeted expenditure be supported by justification and processed with appropriate prior approval.

4. Insurance and service renewals

The status of insurance and ess ential service renewals was reviewed. The committee recommended timely review and renewal, as applicable, following institutional procedures.

Principal

Copy to all Finance Committee members

Principal
Shri Vishnu College of Pharmacy
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Vishnupur, Bhimavaram-534 202