SHRI VISHNU COLLE GE OF PHARMACY

Vishnupur, Bhimavaram – 534 202 (Autonomous)

FINANCE COMMITTEE MEETING – NOTICE

DATE: 13-11-2025

It is proposed to conduct a Finance Committee meeting for the Financial Year 2025-26 on 15-11-2025 at 2.00 p.m. in the Placement Cell. All membe rs are requested to attend the meeting.

AGENDA

Items for Discussion

33. 1 Review and approval of the proposed annual budget for 2025-26.
34. 2. Discussion on capital expenditure, equipment procurement and infrastructure.
35. 3. Review of departmental budget allocations and operating expenditure.
36. 4. Review of maintenance requirements and essential institutional renewals.

Thanking you,

K. Sreedhar

Principal

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MINUTES OF THE FINANCE COMMITTEE MEET ING – 15-11-2025

DATE: 17-11-2025

Financial Year: 2025-26

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 2025-26

The proposed budget for 2025-26 was discussed with reference to the require ments submitted by departments and institutional units. The committee recommended the proposed allocations for approval through the prescribed process.

2. Capital expenditure and procurement

Capital expenditure and equipment requirements were reviewed. The committee recommended prioritising essential requirements and ensuring that procurement followed approved procedures.

3. Departmental allocations and operating expenditure

The committee reviewed departmental allocations and operating expenditure. Units we re advised to monitor expenditure against approved budgets and maintain complete supporting records.

4. Maintenance and renewals

Maintenance needs and essential institutional renewals were reviewed. The committee recommended timely action based on priority , available funds and applicable approvals.

Principal

Copy to all Finance Committee members

Principal
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