SHRI VISHNU COLLEGE OF PHARMACY

Vishnupur, Bhimavaram – 534 202 (Autonomous)

FINANCE COMMITTEE MEETING – NOTICE

DATE: 18-11-2021

It is proposed to conduct a Finance Committee meeting for the Financial Year 2021-22 on 20-11-2021 at 2.00 p.m. in the Placement Cell. All members are requested to attend the meeting.

AGENDA

Items for Discussion

1. 1. Review and approval of the proposed budget for 2021-22 for departments, office, library and examination cell.
2. 2. Discussion on capital budget, equipment procure ment and infrastructure requirements.
3. 3. Review of maintenance expenditure and essential operational requirements.
4. 4. Review of insurance proposals for students, staff and institutional assets.

Thanking you,

K. S. [illegible]

Principal

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Shri Vishnu College of Pharmacy
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Vishnupur, Bhimavaram-534 202

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MINUTES OF THE FINANCE COMMITTEE MEETING – 20-11-2021

DATE: 22-11-2021

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. Review and approval of the proposed budget for 2021-22

The proposed budget for the financial year 2021-22 was placed before the committee. Department-wise requirements, including those of the office, library and examination cell, were discussed. The committee recommended approval of the proposed allocations, subject to institutional procedures and availability of funds.

2. Capital budget and infrastructure requirements

The committee reviewed the proposed capital expenditure for equipment, laboratory facilities and infrastructure. The requirements were discussed and recommended for action according to priority and the approved budget.

3. Maintenance expenditure

The maintenance requirements and related expenditure were reviewed. The committee recommended that essential maintenance be pr ioritised and supporting records be maintained.

4. Insurance proposals

Insurance requirements relating to students, staff and institutional assets were reviewed. The committee recommended renewal or continuation of suitable policies in accordance with inst itutional practice.

K. S. Nataraj

Principal

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Shri Vishnu College of Pharmacy
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Copy to all Finance Committee members