



VIGNAN'S INSTITUTE OF MANAGEMENT AND TECHNOLOGY FOR WOMEN

Sponsored by Lavu Educational Society, Approved by AICTE, New Delhi & Affiliated to JNTUH, Hyderabad.
Kondapur (V), Ghatkesar (M), Medchal - Malkajgiri (D) - 501 301 Phone: +91 96529 10002/3



VMTW/Principal/Office Order/2020-21/ 0 \

Dated: 13-08-2020

PROCEEDINGS OF THE OFFICE ORDER

A Committee consisting of the following members is hereby constituted as "Finance Committee"

S.No	Name of the Committee Member	Designation	Position
1	Dr.G.Apparao Naidu	Principal	Chairman
2	Mr.B.Shraavan	Chief Executive Officer	Member
3	Mrs.V.Rajitha	Head Accounts	Member
4	Mr.G.Durga Prasad	Internal Auditor	Member
5	M/s.Punnaiah & Co.	External Auditor	Member
6	Mr.M.Chalapathi Rao	Statutory Auditor	Member
7	Mr.T.Srinivasulu	HOD BSH	Member

Roles & Responsibilities:

1. To monitor and manage the budget estimation relating to the income from fee collected and other grants received.
2. To manage the annual budgets and utilization reports submitted by the individual departments.
3. Audited account for the above and department level financial delegation.

Term: Two Years and shall continue to be in force until reconstruction.

Meetings: Once in a Year, the meeting may be scheduled as and when necessary.

Copy to:

HOD/ECE

HOD-CSE

Head Accounts

Internal Auditor

HOD-BSH

HOD-ECE

External Auditor

Statutory Auditor



PRINCIPAL
Vignans Institute of Management & Technology For Women
Kondapur (V), Ghatkesar (M), Medchal - Malkajgiri (Dt.) - 501301
Telangana State

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VMTW/FC-Annual Meeting/2020-21/01

Date: 04/09/2020

CIRCULAR

The Finance Committee Meeting for the Academic Year 2020-21 has been planned to conduct on 10th September 2020, Thursday at 2 pm. All the members of Finance Committee are hereby informed to attend the meeting without fail.

Venue: Board Room

Agenda:

1. Review on annual accounts for the financial year 2019-20
2. Budget Proposal for the Academic Year 2020-21
3. Procurement of Digital Boards Aids for Blended Teaching, Establishment of New Computer Labs, Structural Modification of Existing Labs.


PRINCIPAL

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Telangana State

SNo.	Name of Committee Member	Designation	Position	Signature
1	Dr.G.Apparao Naidu	Principal	Chairman	
2	Mr.B.Shravan	CEO	Member	
3	Mrs.Rajitha	Head Accounts	Member	
4	Mr.G.Durga Prasad	Internal Auditor	Member	
5	M/S. Punnaiah & CO	External Auditor	Member	
6	Mr.M.Chalapathi Rao	Statutory Auditor	Member	
7	Dr.T.Srinivasulu	HOD-BSH	Member	




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VMTW/FC-MoM/2020-21/01

Date: 11/09/2020

MINUTES OF FINANCE COMMITTEE MEETING

The Finance Committee Meeting for the Academic Year 2020-21 was held on 10th September 2020 during 2.00 pm to 4:00 pm at *Board Room*, Vignan's Institute of Management & Technology for Women, Kondapur, Ghatkesar, and the following members were attended for the meeting.

SNo.	Name of Committee Member	Designation	Position
1	Dr.G.Apparao Naidu	Principal	Chairman
2	Mr.B.Shraavan	CEO	Member
3	Mrs.Rajitha	Head Accounts	Member
4	Mr.G.Durga Prasad	Internal Auditor	Member
5	Mr.M.Chalapathi Rao	Statutory Auditor	Member
6	Dr.T.Srinivasulu	HOD-BSH	Member

The Principal (Chairman of Finance Committee) welcomes the members for the meeting. Further, Principal briefed about the importance of the committee and its functions to the members. The Principal also mentioned the various financial activities to be carried out in the current academic year. After this, the agenda was taken up for discussion.

Item No.1: Confirmation of the minutes of the earlier meeting.

The minutes of the earlier meeting of the Finance Committee were circulated to all the members for their comments. As there were no comments, it was declared that the minutes were confirmed.




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Item No.2: To place before the Finance Committee, the Annual Account together with audit report for the financial year 2019-20.

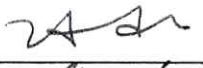

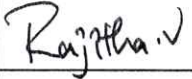



1. The committee considered the report and went through the accounts statements carefully. After the discussion, the report by the auditor and the audited annual accounts for the year 2019-20 were approved and recommended to submit it before the Governing Board for further approval.
2. Where so ever the expenditure is comparable with the last year figures, it is fine, otherwise both cases of expenditure on lower side/higher side may be looked into with reasons.

Item No.3: To place before the Finance Committee, the budget proposal for the Academic Year 2020-21 for approval. The committee considered the report and went through the proposal thoroughly. After fruitful discussion, the committee recommended the proposal to submit before Governing Council for further approval.

Item No.4: Procurement of Digital Boards Aids for Blended Teaching, Establishment of New Computer Labs, Structural Modification of Existing Labs.

The committee considered the proposal thoroughly. After fruitful discussion, the committee approved as proposed, however the expenditure should not exceed as per the estimate proposed.

The Principal proposed the date of next meeting and unanimously decided tentatively scheduled during the month of October 2021. Meeting concluded with vote thanks by the Principal.

SNo.	Name of Committee Member	Designation	Signature
1	Dr. G. Apparao Naidu	Principal	
2	Mr.B.Shravan	CEO	
3	Mrs.Rajitha	Head Accounts	
4	Mr.G.Durga Prasad	Internal Auditor	
5	Mr.M.Chalapathi Rao	Statutory Auditor	
6	Dr.T.Srinivasulu	HOD, BSH	




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