

**SHRI VISHNU ENGINEERING COLLEGE FOR WOMEN:: BHIMAVARAM
(AUTONOMOUS)**

FINANCE COMMITTEE MEETING - NOTICE

Ref.No. SVECW/ /2021

Dt. 04/03/2021

It is proposed to conduct a Finance Committee Meeting for the Financial Year 2021-22 on 09.03.2021 at 02.00 P.M. in the Principal's Chamber. All the members are requested to attend the meeting.

AGENDA:

1. Previous FC meeting on 19.12.2020
 - a. Confirmation of the minutes

2. Items for discussion
 - a. Review on proposal budget of 2021-22
 - b. Discussion on Capital Budget & Expenditure
 - c. Discussion on Operational Budget & Expenditure
 - d. Review on utilization of the Budget in the previous Financial Year
 - e. Review on Institute Revenue and Expenditure
 - f. Review on Expenditure of maintenance works in the previous Financial Year
 - g. Review on Expenditure details of Funded R & D Projects
 - h. Renewal of Life Insurances for Staff & Students

3. Any other item with the permission of the Chair.

Thanking You,



PRINCIPAL

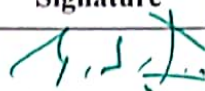


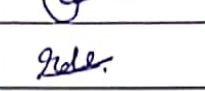
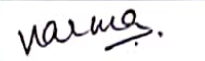
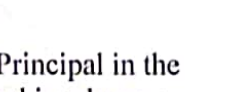
**SHRI VISINU ENGINEERING COLLEGE FOR WOMEN:: BHIMAVARAM
(Autonomous)**

**MINUTES OF THE MEETING OF THE FINANCE COMMITTEE OF SVECW HELD AT
PRINCIPAL CHAMBER ON 09.03. 2021**

Ref.No. SVECW/ /2021

DI.09/03/2021

Members Present :

S. No.	Name and Designation	Role	Signature
1	Dr. G. Srinivasa Rao, Principal	Chairman	
2	Dr. P. Srinivasa Raju, Vice Principal	Member	
3	Mr. M. Prudhvy, Asst. Prof., MBA	Member	
4	Dr. V. Purushothama Raju, Professor, CSE Dept.	Member	
5	Mr. Md. Siddiq, A.O.	Member	
6	Mr. S S S Varma, Finance Manager	Coordinator	

MINUTES

The Finance Committee meeting commenced with an introduction by the Principal in the capacity of the Chairman and the minutes of the previous meeting circulated in advance.

1. Previous FC meeting on 19.12.2020

a. Confirmation of the minutes

The minutes of the previous Finance Committee meeting held on 19.12.2020 are discussed and approved.

2. Resolutions

a. Review on proposal budget of 2021-22

The Principal presented the proposed budget for the Financial Year 2020-21 to the committee. A detailed discussion was held on the various heads of the Budget of each Department. With few advices, the proposed budgets of the college along with all departments, Examination Cell, Library, Sports and Office are approved.

b. Discussion on Capital Budget & Expenditure

In view of establishing additional Infrastructure and new Laboratories for addition Intake at Information Technology and establishment of AI & DS Department, the Capital Budget is discussed and approved. The committee

also approved the budget towards the library to procure Books & Journals keeping in-view of new courses, minor courses and Honor Courses.

c. Discussion on Operational Budget & Expenditure

The operational expenditure raised by all the departments in view of new courses and new regulation is discussed elaborately and the chairperson of the Committee approved the same.

d. Review on utilization of the Budget

The committee reviewed the last year expenditure of each department and compared with the sanctioned budget and found to be utilized more than 95%. All the members of the committee appreciated the entire team.

e. Review on Institute Revenue and Expenditure

The finance officer presented the revenue of the Institution for the financial year 2021 along with the proposed expenditure. A detailed discussion held on and also compared with the last year revenue and expenditure.

f. Review on Expenditure of maintenance works

Keeping in view of Covid-19, the additional proposed expenditure is discussed and approved.

g. Review on Expenditure details of Funded R & D Projects

The Utilization Certificates and Statement of Expenditures sent by all the Principal Investigators of funded R&D Projects are examined with respect to the heads mentioned in the sanctioned orders. With a few suggestions, the reports approved for sending to the external auditing so as to submit to the funding agencies in time.

h. Renewal of Life Insurances for Staff & Students

As a regular practice of the institution to ensure safety, the financial proposals of life insurance for the students, staff and all the buildings are reviewed and forwarded anonymously to the same.

3. Any other item with the permission of the Chair

The Chairperson of the committee advised all the members to monitor all the expenditures effectively in taking care of the financial health of the Institution


PRINCIPAL

Copy to: All the members of FC

SHRI VISHNU ENGINEERING COLLEGE FOR WOMEN :: BHIMAVARAM
(Autonomous)

FINANCE COMMITTEE – MEETING NOTICE

Ref. No. SVECW/ /2020


Date: 11/12/2020

A Meeting of Finance Committee, SVECW is scheduled at 4.00 P.M. on 19/12/2020 in the Principal's chamber. All the Members of Finance Committee are requested to attend the meeting.

Agenda:

1. Previous FC Meeting
 - a. Confirmation of the minutes
2. Items for Discussion
 - a. Review on Institute revenues and expenditure
 - b. Review on unbudgeted operating expenditures
 - c. Review of Budget Utilized for the purchase of equipment upto November 2020
 - d. Review of Annual Budget allocation and utilization of all Departments, Office, Library, Exam cell
 - e. Review on Funded R&D Projects Grants & Utilization
3. Any other items with the permission of the chair

Thanking You,



PRINCIPAL


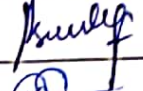

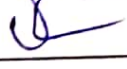
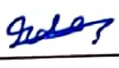

SHRI VISHNU ENGINEERING COLLEGE FOR WOMEN :: BHIMAVARAM
(Autonomous)

MINUTES OF THE MEETING OF THE FINANCE COMMITTEE OF SVECW HELD
AT PRINCIPAL'S CHAMBER ON 19/12/2020

Ref. No. SVECW/ /2020

Date: 19/12/2020

MEMBERS PRESENT :

S. No.	Name and Designation	Role	Signature
1	Dr. G. Srinivasa Rao, Principal	Chairman	
2	Dr. P. Srinivasa Raju, Vice Principal	Member	
3	Mr. M. Prudhvy, Asst. Prof., MBA	Member	
4	Dr. V. Purushothama Raju, HOD-CSE	Member	
5	Mr. Md. Siddiq, A.O.	Member	
6	Mr. S S S Varma, Finance Manager	Coordinator	

MINUTES

The Chairman formally welcomed the members of the Finance Committee and thanked them for sparing their valuable time from their busy schedules to attend the meeting of the Finance Committee.

The Chairman briefed the members of the Finance Committee about the details of the various activities of the Institute after the last meeting of the Finance Committee.

1. Previous FC Meeting on 10.03.2020

a. Confirmation of the minutes

The Chairman requested the members to point out any omission or commission in recording the minutes of the last meeting. The members discussed the minutes and decided to confirm them.

2. Resolutions

a. Review on Institute revenues and expenditure

The finance officer placed the details of revenue of the institute and found to be very low as all the academic activities are functioning through online due to COVID-19. And also, the members identified that Expenditure is also raised

compared with the usual. The members felt that it will come to the normal in another six months.

b. Review on unbudgeted operating expenditures

The finance officer presented the unbudgeted expenditure incurred due to pandemic in various ways, the members discussed and anonymously agreed for the unbudgeted operating expenditure for the benefit of Stakeholders.

c. Review of Budget Utilized for the purchase of equipment upto November 2020

The Expenditure incurred to procure necessary equipment, Software, Online Tools to perform the academic activities smoothly is reviewed and approved by all the members of the committee.

d. Review of Annual Budget allocation and utilization of all Departments, Office, Library, Exam cell

As a part of regular monitoring of annual budget utilization against the allocation is reviewed in each department, as a whole at the Institution level is verified. It is observed that utilization is varied within the Heads, however, it is within the allocated budget as a whole.

e. Review on Funded R&D Projects Grants & Utilization

The Grant & Utilization of each Funded R&D Project is reviewed against to the sanctioned head. Except the travelling Head almost other utilization is found to be satisfactory.

3. Any other items
Nil

The next meeting of the Finance Committee is fixed on 09.03.2021.

The meeting ended with Vote of thanks to the Chair and from the chair.


PRINCIPAL

Copy to: All the members of Finance Committee

**SHRI VISHNU ENGINEERING COLLEGE FOR WOMEN:: BHIMAVARAM
(AUTONOMOUS)**

FINANCE COMMITTEE MEETING - NOTICE

Ref.No. SVECW/ /2020

Dt. 27/02/2020

The Meeting of the Finance Committee of SVECW is planned at 2:00 P.M. on 10/03/2020 in the Principal's Chamber. All the members are requested to attend the meeting.

AGENDA:

1. Previous FC meeting on 05.10.2019
 - a. Confirmation of the minutes
2. Items for discussion
 - a. Review on Annual proposed budget of 2020-21
 - b. Review on Expenditure of Students' Merit Scholarships
 - c. Discussion on Civil and Maintenance Works
 - d. Review on utilization of the Budget of 2019-20
 - e. Review on Expenditure details of Funded R & D Projects
 - f. Renewal of Life Insurances for Staff & Students
 - g. Approval of Condemnation / Disposal of unserviceable items
3. Any other item with the permission of the Chair.

Thanking you,


PRINCIPAL

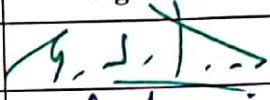
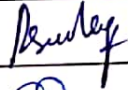



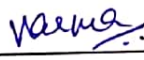
SHRI VISHNU ENGINEERING COLLEGE FOR WOMEN:: BHIMAVARAM
(Autonomous)

**MINUTES OF THE MEETING OF THE FINANCE COMMITTEE OF SVECW HELD AT
PRINCIPAL CHAMBER ON 10.03. 2020**

Ref.No. SVECW/ /2020

Dt.10/03/2020

Members Present :

S. No.	Name and Designation	Role	Signature
1	Dr. G. Srinivasa Rao, Principal	Chairman	
2	Dr. P. Srinivasa Raju, Vice Principal	Member	
3	Mr. M. Prudhvy, Asst. Prof., MBA	Member	
4	Dr. V. Purushothama Raju, HOD-CSE	Member	
5	Mr. Md. Siddiq, A.O.	Member	
6	Mr. S S S Varma, Finance Manager	Coordinator	

MINUTES

The Chairman welcomed all the members of Finance Committee and introduced the new members to the Committee. He presided over the meeting. After deliberations, the following resolutions were passed.

1. Previous FC meeting on 05.10.2019

a. Confirmation of the minutes

The minutes of the previous Finance Committee meeting held on 05.10.2019 are deliberated and approved.

2. Resolutions

a. Review on Annual proposed budget of 2020-21

The Institution level consolidated budget is presented by the Principal along with possible revenues and planned expenditures to the committee. All the members discussed both expenditure and revenue for all the departments carefully and approved for the further process of Budget 2020-21.

- b. Review on Expenditure of Students' Merit Scholarships**
To support the economically challenged and meritorious students in form of scholarship budgeted at Institution level is reviewed and anonymously approved by all the members of the committee.
- c. Discussion on Civil and Maintenance Works**
To encourage learning outside the Class Room, the expenditure planned to construct students' hubs in the Park area is discussed and approved the same. The Principal in the capacity of the chairman of the committee approved the expenditure towards maintenance so as to timely solve the issues.
- d. Review on utilization of the Budget of 2019-20**
The Finance Officer presented the utilization of allocated budget at Institution level and department level. He also presented the expenditure against to each sub head and found satisfactory.
- e. Review on Expenditure details of Funded R & D Projects**
The committee members reviewed the sanctioned and expenditure amounts of each funded R&D Projects. After deliberations, the reports were authorized for sending to external auditing to submit to the funding agencies on time.
- f. Renewal of Life Insurances for Staff & Students**
The committee is decided to continue the financial proposals of life insurance for the students, staff and all the buildings to ensure safety.
- g. Approval of Condemnation / Disposal of unserviceable items**
The details of equipment to be condemned are forwarded by all the departments are examined and compared with technical report. The members approved the same and they advised the departments to record the same properly.

3. Any other item with the permission of the Chair
Nil


PRINCIPAL

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SHRI VISHNU ENGINEERING COLLEGE FOR WOMEN :: BHIMAVARAM
(Autonomous)

FINANCE COMMITTEE – MEETING NOTICE

Ref. No. SVECW/ /2019

Date: 27/09/2019

It is proposed to conduct Finance Committee Meeting for the Academic Year 2019-20 on 05/10/2019 at 10 A.M. in the Principal's chamber. All the Members of are requested to attend the meeting.

Agenda:

1. Previous FC Meeting on 06.03.2019
 - a. Confirmation of the minutes

2. Items for Discussion
 - a. Review of Annual Budget allocation and utilization of concerned Departments, Office, Library and Exam cell
 - b. Review of Budget Utilized for the purchase of equipment upto September 2019
 - c. A detailed review on Internal & External Audit findings of the Previous Financial Year.
 - d. Review on unbudgeted operating expenditures
 - e. Review on Institute revenues and expenditure
 - f. Review on Funded R&D Projects Grants & Utilization

3. Any other items with the permission of the chair

Thanking you.


PRINCIPAL

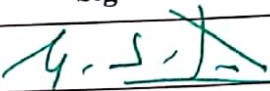
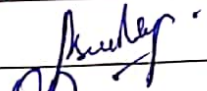

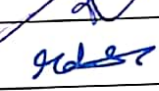
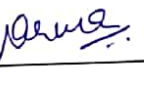
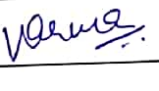
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MINUTES OF THE MEETING OF THE FINANCE COMMITTEE OF SVECW HELD
AT PRINCIPAL CHAMBER ON 05/10/2019

Ref. No. SVECW/ /2019

Date: 05/10/2019

MEMBERS PRESENT:

S. No.	Name and Designation	Role	Signature
1	Dr. G. Srinivasa Rao, Principal	Chairman	
2	Dr. P. Srinivasa Raju, Vice Principal	Member	
3	Dr. G. Subba Raju, HOD-MBA	Member	
4	Dr. S. M. Padmaja, HOD-EEE	Member	
5	Mr. Md. Siddiq, AO	Member	
6	Mr. S S S Varma, Finance Manager	Coordinator	

MINUTES:

The meeting commenced with welcome by Chairperson of the Committee. Further, the Chairperson addressed various issues to be considered before taking up the Agenda. After this, the Agenda was taken up for discussion.

1. Previous FC Meeting on 06.03.2019

a. Confirmation of the minutes

The meeting minutes of the previous FC meeting held on 06.03.2019 is circulated to all the members and is confirmed.

2. Resolutions

a. Review of Annual Budget allocation and utilization of concerned Departments, Office, Library and Exam cell

The budget utilization up to September 2019 is compared with the allocation in all the departments and other divisions and expressed the satisfaction in utilizing the budget.

b. Review of Budget Utilized for the purchase of equipment upto September 2019

The committee considered the utilization of budget and purchase of equipment in each department and observed the account statements carefully. The clarifications wherever sought were provided. After the discussion, the report given by the accounts section and the actual income and expenses from April 2019 to September 2019 was found that the expenditure is in-line with the actual plan.

c. A detailed review on Internal & External Audit findings of the Previous Financial Year.

The Committee discussed on the findings of both Internal and External Audit and appreciated the team for their constant efforts in minimizing the same.

d. Review on unbudgeted operating expenditures

A review is conducted on unbudgeted expenditure of all the departments and taken the clarifications wherever necessary and approved the same.

e. Review on Institute revenues and expenditure

The chairman asked about the expenditure and revenue of the Institution and observed that there is a delay in getting the tuition fee reimbursement from State Government.

f. Review on Funded R&D Projects Grants & Utilization

The manager finance informed the amount received this year towards R&D Grants from the Funding Agencies along with the utilization in each project. It is observed that in one project sanctioned amount not received. The committee is decided to support from the Institution funds for smooth execution of the project.

3. Any other items - Nil


PRINCIPAL

Copy to all the FC members

**SHRI VISHNU ENGINEERING COLLEGE FOR WOMEN :: BHIMAVARAM
(AUTONOMOUS)**

FINANCE COMMITTEE – MEETING NOTICE

Ref. No. SVECW/ / 2019

Dt. 02/03/2019

The meeting of Finance Committee of SVECW is planned at 4:00 P.M. on 06/03/2019 in the Principal's Chamber. All the Committee members are requested to attend the meeting without fail.

Agenda:

1. Previous Finance Committee Meeting
 - a. Confirmation of the minutes

2. Items for discussion
 - a. A detailed review on proposed Annual Budget 2019-20
 - b. Review on unbudgeted expenditures of 2018-19
 - c. Analysis on findings of External Audit for the previous fiscal year
 - d. Review on Institutes' Revenue and Expenditure
 - e. Review on R & D Grants and Utilization
 - f. Approval for condemnation / disposal of obsolete and unserviceable Items
 - g. Review on Travelling Allowance to the Employees

3. Any other item with the permission of the Chair.

Thanking You.


PRINCIPAL

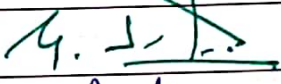
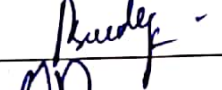

SHRI VISHNU ENGINEERING COLLEGE FOR WOMEN::BHIMAVARAM
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MINUTES OF THE MEETING OF THE FINANCE COMMITTEE OF SVECW HELD ON
06.03.2019

Ref.No.SVECW/ /2019

Date: 06.03 2019

Members Present:

S. No.	Name and Designation	Role	Signature
1	Dr. G. Srinivasa Rao, Principal	Chairman	
2	Dr. P. Srinivasa Raju, Vice Principal	Member	
3	Dr. G. Subba Raju, HOD-MBA	Member	
4	Dr. S. M. Padmaja, HOD-EEE	Member	
5	Mr. Md. Siddiq, AO	Member	
6	Mr. S S S Varma, Finance Manager	Coordinator	

MINUTES

The Principal extended a warm and hearty welcome to the members of Finance Committee. The Principal has briefed about the development / activities of the Institute since last meeting, especially the progress of faculty positions, the progress in construction work and the advances made in academic and development activities. Further, he reported the admissions of all the programmees of 2018.

1. Previous Finance Committee Meeting

a. Confirmation of the minutes & Action Taken Report

The Finance Committee perused and confirmed the minutes of the previous meeting held on 25.10.2018 which were tabled with no objection. The members appreciated the progress made by the institute in all fronts and offered their full support for the development.

2. Resolutions

a. A detailed review on proposed Annual Budget 2019-20

The members of the Finance Committee reviewed the overall budget proposed by the Institute which is prepared considering the proposals of all the departments. Members especially appreciated the team for the enhanced proposal of training & travel, R & D, infrastructure development in addition to the all the heads. The

proposed budget is ratified by the Finance Committee and is further forwarded to the head office for approval.

b. Review on unbudgeted expenditures of 2018-19

The Committee reviewed the unbudgeted expenditure of the previous fiscal year and identified the differences raised after the discussions the unaudited expenditure considered and approved.

c. Analysis on findings of External Audit for the previous fiscal year

The committee discussed on the findings of external audit and appreciated the efforts of the team for minimized findings.

d. Review on Institutes' Revenue and Expenditure

The detailed revenue is conducted on the Institute Revenue with the present fee structure against the expenditure details and it is found satisfactory. The increased operating expenses and overhead ratios are identified.

e. Review on R & D Grants and Utilization

All the Utilization Certificates submitted by the respective Principal Investigators are reviewed carefully by the finance committee. The utilization of the fund against the sanction of each head is also enquired and expressed its satisfaction.

f. Approval for condemnation / disposal of obsolete and unserviceable Items

All the members anonymously approved the proposal of condemnation or disposal of obsolete and unserviceable items with a proper note in the stock registers with authorized signature of the respective head.

g. Review on Travelling Allowance to the Employees

The Finance Committee reviewed the present travelling allowance with the current expenditure and anonymously agreed for consideration of enhancement.

h. Any other item

The chairperson informed to all the members that in order to meet the emergency requirements and purchases within the powers delegated, it would be desirable that certain amount of budget allocated is kept as reserve and such purchases should be made from this reserve.



PRINCIPAL

Copy to : All the members of Finance Committee

**SHRI VISHNU ENGINEERING COLLEGE FOR WOMEN :: BHIMAVARAM
(AUTONOMOUS)**

FINANCE COMMITTEE – MEETING NOTICE

Ref. No. SVECW/ / 2018

Dt. 22/10/2018

The meeting of Finance Committee of SVECW is planned at 4:30 P.M. on 25/10/2018 in Placement Cell. All the Committee members are requested to attend the meeting.

Agenda:

1. Previous Finance Committee Meeting
 - a. Confirmation of the minutes
2. Items for discussion
 - a. Fund utilization of all departments, office, library and exam cell
 - b. Internal Audit for the Current Financial Year
 - c. Unbudgeted operating expenditures
 - d. Expenditure of Consumable materials in office and workshops
 - e. Maintenance of proper record keeping
 - f. Expenditure of Training and Travel component in all the departments
 - g. Expenditure of Capital and other heads of Funded R&D Projects
 - h. Staff and Students' welfare schemes
3. Any other item with the permission of the Chair.

Thanking You.



PRINCIPAL

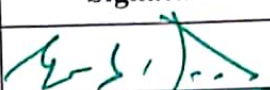
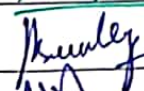

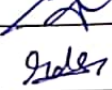


SHRI VISHNU ENGINEERING COLLEGE FOR WOMEN::BHIMAVARAM
(Autonomous)

MINUTES OF THE MEETING OF THE FINANCE COMMITTEE OF SVECW HELD ON
25.10.2018

Ref.No.SVECW/ /2018

Date: 26.10 2018

Members Present:

S. No.	Name and Designation	Role	Signature
1	Dr. G. Srinivasa Rao, Principal	Chairman	
2	Dr. P. Srinivasa Raju, Vice Principal	Member	
3	Dr. G. Subba Raju, HOD-MBA	Member	
4	Dr. S. M. Padmaja, HOD-EEE	Member	
5	Mr. Md. Siddiq, AO	Member	
6	Mr. S S S Varma, Finance Manager	Coordinator	

MINUTES:

The Principal welcomed the members of Finance Committee and presented about the procurement of equipment and other expenditures happening in various departments from last six months. He explained about the improvements of the civil works happening at various Blocks of the Institute. The chairperson of the committee tabled a note about the admissions of UG Programs of 2018. All the members expressed their satisfaction.

1. Previous Finance Committee Meeting

a. Confirmation of the minutes & Action Taken Report

The members of the committee were confirmed the minutes of the last year meeting held on 05.03.2018. The members of finance committee expressed the satisfaction on the civil works completed at different places. The members also expressed satisfaction about the R & D proposals submitted to funding agencies.

2. Resolutions

a. Fund utilization of all departments, office, library and exam cell

The equipment procured in all the departments including office, library and exam cell in the last semester reviewed against the sanctioned budge, and members appreciated about the in-time procurement from high standard suppliers.

b. Internal Audit for the Current Financial Year

The committee members reviewed carefully the reports of the utilization of the budget in all the departments audited by internal accounts people. They found that the utilization is in-lined with the sanctioned budget.

c. Unbudgeted operating expenditures

All the expenditures of each department from the last six months including recurring and non-recurring are reviewed. The reports clearly evident that a few are identified under unbudgeted. All the members appreciated the entire team.

d. Expenditure of Consumable materials in office and workshops

The reports of expenditure details of consumables of laboratories, workshops and stationery at office are examined. The expenditure of many departments is identified within the sanctioned budget, members felt satisfactory.

e. Maintenance of proper record keeping

All the members reviewed the record of expenditures in both software and registers. They keenly observed the records of various departments under different heads in PACT software. Members also reviewed the stock registers of all the departments including office, exam cell and library and gave the necessary suggestions.

f. Expenditure of Training and Travel component in all the departments

The expenditure incurred towards training and travel for both students and staff in the last six months of all the departments is reviewed and identified that the expenditure is proportionate.

g. Expenditure of Capital and other heads of Funded R&D Projects

The expenditure details of each funded R&D projects forwarded by respective Principal Investigators are verified against sanction order and the amount received in the current financial year. all the members anonymously approved the proposal of sanctioning the loan for the projects which are yet to be received the grant from the agency in the current financial year.

h. Staff and Students' welfare schemes

The financial proposal towards safety including Insurance facilities of Students, Staff and Building and Fire Extinguishers is anonymously approved by the committee. They also sanctioned the financial contribution towards all welfare schemes for both staff and students and they suggested the amount should sanctioned case-by-case as per the requirement.

3. Any Other Items with the permission of Chair

All the members of committee reviewed the proposals, sanctions and utilization towards the community development activities. The chairperson admired the support of the Management towards the community development, and revealed to all the members it is an organic part of our Institute Vision and Mission.



PRINCIPAL

Copy to : All the members of Finance Committee

**SHRI VISHNU ENGINEERING COLLEGE FOR WOMEN :: BHIMAVARAM
(AUTONOMOUS)**

FINANCE COMMITTEE – MEETING NOTICE

Ref. No. SVECW/ /2018

Dt. 02/03/2018

The meeting of Finance Committee of SVECW is planned at 4:30 P.M. on 05/03/2018 in the Principal's Chamber. All the Finance Committee members are requested to attend the meeting without fail.

Agenda:

1. Previous Finance Committee Meeting
 - a. Confirmation of the minutes

2. Items for discussion
 - a. Review on proposed Annual Budget 2018-19
 - b. Review on unbudgeted expenditures of 2017-18
 - c. Modernization of Vishnu Fitness Center
 - d. Creation of Student Hub and Students' spaces
 - e. Review on expenditure towards the construction of D Block
 - f. Discussion on Institutes' Revenue and Expenditure
 - g. Discussion on R & D Grants and Utilization
 - h. Proposal for extending the Merit Scholarships for the Students
 - i. Renewal of Group Insurance for Staff and Students

3. Any other item with the permission of the Chair.

Thanking You


PRINCIPAL

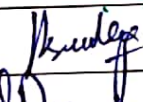

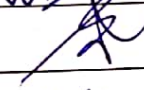
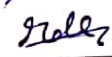
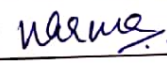
SHRI VISHNU ENGINEERING COLLEGE FOR WOMEN::BHIMAVARAM
(Autonomous)

MINUTES OF THE MEETING OF THE FINANCE COMMITTEE OF SVECW HELD ON
05.03.2018

Ref.No.SVECW/ /2018

Date: 05.03 2018

Members Present :

S. No.	Name and Designation	Role	Signature
1	Dr. G. Srinivasa Rao, Principal	Chairman	
2	Dr. P. Srinivasa Raju, Vice Principal	Member	
3	Dr. G. Subba Raju, HOD-MBA	Member	
4	Dr. S. M. Padmaja, HOD-EEE	Member	
5	Mr. Md. Siddiq, AO	Member	
6	Mr. S S S Varma, Finance Manager	Coordinator	

MINUTES:

The Principal welcomed all the members of Finance Committee, he informed the committee that the improvements / developments happening since last year of the Institute. He briefed about the advancements of the construction at various places. All the members of Finance Committee reviewed and express the satisfaction about the tabled students' admissions of 2017.

1. Previous Finance Committee Meeting

a. Confirmation of the minutes & Action Taken Report

The tabled minutes of the last year meeting held on 18.03.2017 of the finance committee were confirmed without any objection. The members of finance committee expressed the happiness about the construction works completed in the last year at different places. The members also expressed satisfaction about the R & D activities of 2017.

2. Resolutions

a. Review on proposed Annual Budget 2018-19

The budget proposed for the Financial Year 2018-19 deliberated and reviewed carefully by all the members. All the figures mentioned against the heads are checked. All the figures of proposed budget are compared with the last year

expenditure identified the increased figures in the present budget. All the members expressed the satisfaction and ratified the budget. The same is forwarded to head office for final approval.

b. Review on unbudgeted expenditures of 2017-18

The budget proposed for the Financial Year 2018-19 deliberated and reviewed carefully by all the members. All the figures mentioned against the heads are checked. All the figures of proposed budget are compared with the last year expenditure identified the increased figures in the present budget. All the members expressed the satisfaction and ratified the budget. The same is forwarded to head office for final approval.

c. Modernization of Vishnu Fitness Center

The finance Committee enquired about the modernization of Vishnu Fitness Center approved the proposal budget for the construction of improved space, new equipment, modernization of outlook.

d. Creation of Student Hub and Students' spaces

The members of finance committee approved the proposal of creation of student space in front of A block for creating learning and recreation environment. The members also approved the proposal of creating student hub with state-of-art facilities for taking the institution to the next level.

e. Review on expenditure towards the construction of D Block

The expenditure for the construction of three floored structure building planned at backside of Founder Chairman Palace is deliberated and reviewed. The members anonymously approved the expenditure towards the creation of enhanced and improved infrastructure for CSE and IT departments. The proposal of procuring interior infrastructure for the D block is also approved in respect of computer tables, faculty cubicles, development of HoD's rooms, centralized AC in the Computer Labs, LCDs etc.

f. Discussion on Institutes' Revenue and Expenditure

The revenue with the present fee structure is compared with the expenditure and identified the loss, the members also reviewed the fiscal stability and long term economic health of the Institute.

g. Discussion on R & D Grants and Utilization

The members spent time on reviewing the State of Expenditures and Utilization Certificates of all funded R & D projects submitted by the respective Principal Investigators. The findings found to be satisfactory and express the same.

h. Proposal for extending the Merit Scholarships for the Students

The finance committee reviewed the proposal of extending merit scholarships of the students, all the members anonymously approved so as to encourage the merit students and improve the admission with better ranked students.

i. Renewal of Group Insurance for Staff and Students

The Finance committee approves the proposal of group insurance for the staff and student to create security among staff and students as a regular process.



PRINCIPAL

Copy to : All the members of Finance Committee

**SHRI VISHNU ENGINEERING COLLEGE FOR WOMEN :: BHIMAVARAM
(AUTONOMOUS)**

FINANCE COMMITTEE – MEETING NOTICE

Ref.No. SVECW/ /2017

Dt. 23/10/2017

The meeting of Finance Committee of SVECW is planned at 4.00 P.M. on 28/10/2017 in the Principal's Chamber. All the committee members are requested to attend the meeting.

Agenda:

1. Previous FC meeting
 - a. Confirmation of the minutes
 - b. Action taken report
2. Approvals and Reports
3. Items for discussion
 - a. Review on expenditure and budget allocation.
 - b. Review on report of external audit for the previous fiscal year.
 - c. Unbudgeted operating expenditures.
 - d. Maintenance of equipment, machinery in the labs, office stationery etc.
 - e. Expenditure incurred towards Training & Travel head
 - f. Review on grants received from funding agencies
 - g. Internal Audit for the present fiscal year
4. Any other item with the permission of the Chair.

Thanking you,


PRINCIPAL

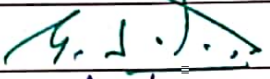
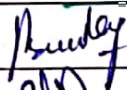
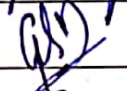
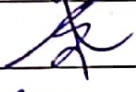
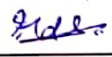
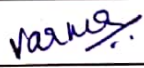
SHRI VISHNU ENGINEERING COLLEGE FOR WOMEN:: BHIMAVARAM
(Autonomous)

MINUTES OF THE MEETING OF FINANCE COMMITTEE, SVECW HELD ON 28.10.2017

Ref.No. SVECW/ /2017

Dt. 28/10/2017

MEMBERS PRESENT:

S. No.	Name and Designation	Role	Signature
1	Dr. G. Srinivasa Rao, Principal	Chairman	
2	Dr. P. Srinivasa Raju, Vice Principal	Member	
3	Dr. G. Subba Raju, HOD-MBA	Member	
4	Dr. S. M. Padmaja, HOD-EEE	Member	
5	Mr. Md. Siddiq, AO	Member	
6	Mr. S S S Varma, Finance Manager	Coordinator	

MINUTES:

The Chairperson welcomed the new committee members and introduced to the committee. He once again focused on the objectives and responsibilities of the Finance Committee as the new nominees are appointed to the Finance Committee.

1. Previous Finance Committee meeting

a. Confirmation of the minutes

The minutes of the previous Finance Committee meeting held on 07.03.2017 already circulated to the members were approved.

b. Action taken report

Every proposal in the previous meeting was reviewed and felt satisfaction on the tabled action taken report by all the members of finance committee.

2. Approvals and Reports

The approvals as well as reports in the previous meeting presented to all the members of finance committee.

3. Resolutions

a. Review on expenditure and budget allocation

The expenditure details of equipment and other heads prepared and forwarded by the departments are compared with the budget allocation as on date. All the reports found proportionate and members expressed the satisfaction.

b. Review on report of external audit for the previous fiscal year

The tabled external audit report of the financial year 2016-17 is examined by all the members carefully. The report has no findings except the unbudgeted expenditure. The chairperson of the committee appreciated the finance people to their proper procedures in record keeping of all the details.

c. Unbudgeted Operating Expenditures

The unbudgeted expenditure details of all the departments are reviewed by the committee members, most of the expenditure found is appropriate for the smooth operations of the departments and anonymously approved the same expenditure by the committee.

d. Maintenance of equipment, machinery in the labs, office stationary etc.

All the members of the committee reviewed the expenditure towards the maintenance of equipment, machinery in the labs of all the departments. They also examined stationary and other miscellaneous expenditure of the office. All the members felt satisfactory about the same.

e. Expenditure incurred towards Training & Travel head

The expenditure incurred towards training & travel of both students and staff from all the departments is carefully examined by the members of the committee. They appreciated the utilization of all the departments, in-line with the sanctioned budget.

f. Review on grants received from funding agencies

The chairperson of the committee enquired the grants received from different funding agencies for the present financial year of various departments. The financial proposals from Principal Investigators those who are not yet received the fund are verified and approved for support, and necessary directions as given to the financial department.

g. Internal Audit for the present fiscal year

All the members are given the directions to conduct the internal audit on the expenditure of every department against the sanctioned budget by the internal accounts people. The chairperson of the committee once again reinforced the importance of internal audit to keep the records properly and which will help for the external audit.

4. **Any other item with the permission of the Chair**

The chairperson of the committee reviewed the expenditure details towards various initiatives implemented at adopted smart village "Kovvada-Annavaram." They also reviewed the expenditure of other community activities as on date. All the members expressed their satisfaction in meeting the surrounding community needs.


PRINCIPAL

Copy to: All the members of FC

**SHRI VISHNU ENGINEERING COLLEGE FOR WOMEN:: BHIMAVARAM
(AUTONOMOUS)**

FINANCE COMMITTEE MEETING - NOTICE

Ref.No. SVECW/ /2017

Dt. 04/03/2017

The meeting of Finance Committee of SVECW is planned at 3:00 P.M. on 07/03/2017 in the Principal's Chamber. All the committee members are requested to attend the meeting.

AGENDA:

1. Previous FC meeting
 - a. Confirmation of the minutes
 - b. Action taken report
2. Approvals and Reports
3. Items for discussion
 - a. Review on proposal budget of 2017-18
 - b. Analysis on utilization of the Budget in the previous fiscal year
 - c. Institute Revenue and Expenditure
 - d. Approval for condemnation of obsolete items
 - e. Expenditure on civil/maintenance works in the previous financial year
 - f. Review on Expenditure details of Funded R & D Projects
 - g. Renewal of Insurances
4. Any other item with the permission of the Chair.

Thanking you,


PRINCIPAL

**SHRI VISHNU ENGINEERING COLLEGE FOR WOMEN:: BHIMAVARAM
(Autonomous)**

**MINUTES OF THE MEETING OF THE FINANCE COMMITTEE OF SVECW HELD ON
07.03. 2017**




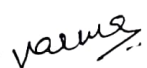
Ref.No. SVECW/ /2017

Dt.07/03/2017

Members Present

Dr.G. Srinivasa Rao
Dr.P. Srinivasa Raju
Mr. Siddiq Md
Mr. S S S Varma

Designation

Chairperson 
Member 
A.O. 
Manager Accounts 

MINUTES

The Chairperson greeted and addressed the Finance Committee Members.

1. Previous FC meeting

a. Confirmation of the minutes

The minutes of the previous Finance Committee held on 03.03.2016 meeting circulated to the members were approved.

b. Action taken report

All the members reviewed the every proposal in the previous meeting and the action taken report put forwarded to the members of the finance committee. The members approved the same.

2. Approvals and Reports

The approvals as well as reports in the previous meeting are approved by all the members.

3. Resolutions

a. Review on proposal budget of 2017-18

All the members are carefully reviewed the proposed budget for the financial year 2017-18 which is prepared on the basis of all the proposals received by all the departments including office, exam cell, sports department and library. After many deliberations, the members approved 2017-18 proposed budget and forwarded to head office.

b. Analysis on utilization of the Budget in the previous fiscal year

The members thoroughly reviewed the utilization of sanctioned budget with respect to individual heads. They found more than 96% is utilized by all the departments, the chairperson of the committee expressed the satisfaction on the careful utilization of the budget by all the departments.

c. Institute Revenue and Expenditure

The regular review on the Institute revenues and expenditure of the previous financial year is carefully observed by all the members of the committee. The chairperson of the committee advised the members to improve the financial health and integrity of the Institute.

d. Approval for condemnation of obsolete items

The list of items to be condemned which are forwarded by all the departments are examined and compared with technical report. The members approved the same, however, they advised the departments to record the same properly.

e. Expenditure on civil/maintenance works in the previous financial year

The chairperson of the committee presented the improvements along with expenditure details towards the civil/ maintenance works. The committee members identified exceeding the expenditure against the sanctioned budget. The members accepted the need and approved the same.

f. Review on Expenditure details of Funded R & D Projects

The UCs and SEs forwarded by all the Principal Investigators are examined carefully with respect to the heads mentioned in the respective sanctioned orders. With a few suggestions members forwarded the reports for external auditing so as to submit to the respective funding agencies.

g. Renewal of Insurances

To ensure safety, the financial proposals of insurance for the students, staff and all the buildings are reviewed and forwarded anonymously to the same insurance company.

4. Any other item with the permission of the Chair

Nil



PRINCIPAL

Copy to: All the members of FC

**SHRI VISHNU ENGINEERING COLLEGE FOR WOMEN:: BHIMAVARAM
(AUTONOMOUS)**

FINANCE COMMITTEE – MEETING NOTICE

Ref.No. SVECW/ /2016

Dt. 27/02/2016

The meeting of Finance Committee of SVECW is planned at 4.00 P.M. on 03/03/2016 in the Principal's Chamber. All the committee members are requested to attend the meeting.

AGENDA:

1. Previous FC meeting
 - a. Confirmation of the minutes
 - b. Action taken report
2. Approvals and Reports
3. Items for discussion
 - a. Review on Budget proposal 2016-17
 - b. Utilization of the sanctioned budget of the previous financial year
 - c. Revenue and expenditure of the institute
 - d. Internal audit for the current financial year
 - e. Expenditure of In-house and funded R&D projects
4. Any other item with the permission of the Chair.

Thanking you,


PRINCIPAL

**SHRI VISHNU ENGINEERING COLLEGE FOR WOMEN:: BHIMAVARAM
(Autonomous)**

MINUTES OF MEETING OF THE FINANCE COMMITTEE HELD ON 03.03.2016

Ref.No. SVECW/ /2016

Dt. 03/03/2016

Members Present

Dr. G. Srinivasa Rao

Dr. P. Srinivasa Raju

Mr. Siddiq Md

Mr. S. S. S. Varma

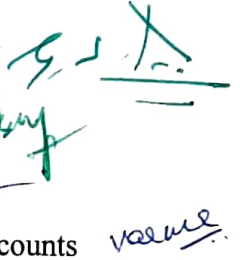
Designation

Chairperson

Member

A.O.

Manager Accounts



MINUTES

The Chairperson greeted and addressed the Finance Committee Members.

1. Previous Finance Committee meeting

a. Confirmation of the minutes

The minutes of the previous Finance Committee meeting held on 14.03.2015 already circulated to the members were approved.

b. Action taken report

Every proposal in the previous meeting was reviewed and the action taken report was showed to the members of finance committee.

2. Approvals and Reports

The approvals as well as reports in the previous meeting were showed to all the members.

3. Resolutions

a. Review on Budget proposal 2016-17

The proposed budget for the financial year 2016-17 prepared by the head of the institution based the proposals submitted by all the departments is carefully analyzed and approved by all the members of the finance committee.

b. Utilization of the sanctioned budget of the previous financial year

All the members deliberated on the utilization of sanctioned budget of all departments with respect to each head of previous financial year. The members felt satisfactory on the proper utilization.

c. Revenue and expenditure of the institute

A detailed discussion is taken place about long term fiscal stability of the institute and its financial health factors to be taken into consideration. In addition, Institutional revenue and expenditure details are verified and found to be satisfactory after a thorough discussion amongst the members.

d. Internal audit for the current financial year

As a part of regular practice, the committee members instructed the concerned members, schedule to conduct internal audit for the current financial year and submit the findings if any.

e. Expenditure of In-house and funded R&D projects

All the members of the committee reviewed the expenditure incurred towards In-house R&D of all the departments and found to be maximum utilization of sanctioned budget. The members also verified expenditure details of funded R&D projects forwarded by the respective Principal Investigators and approved for auditing so as to submit the reports to the respective funding agencies.

4. Any other item with the permission of Chair

Nil


PRINCIPAL

Copy to: All the members of FC

SHRI VISHNU ENGINEERING COLLEGE FOR WOMEN :: BHIMAVARAM

FINANCE COMMITTEE – MEETING NOTICE

Ref. No. SVECW/ /2015

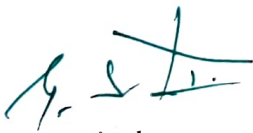
Date: 11/03/2015

A Meeting of Finance Committee, SVECW is scheduled at 4.00 PM on 14/03/2015 in the Principal's chamber. All the Members of Finance Committee are requested to attend the meeting.

Agenda:

1. Previous FC Meeting
 - a. Confirmation of the minutes
 - b. Action taken report
2. Approvals and Reports
3. Items for Discussion
 - a. Recommendations to do External audit for Financial Year 2014-15
 - b. Discussion and Approval of 2015-16 Annual Budget of all Departments, Office, Library and Exam cell
 - c. Review on usage, maintenance of equipment, machinery in labs, consumable materials in office, lab's and workshops
 - d. Review on institute revenues and expenditure
 - e. Discussion on effective processes related to finance reporting and information distribution
 - f. Review on unbudgeted operating expenditures
4. Any other items with the permission of the chair

Thanking you,



Principal

SHRI VISHNU ENGINEERING COLLEGE FOR WOMEN :: BHIMAVARAM

**MINUTES OF THE MEETING OF THE FINANCE COMMITTEE OF SVECW HELD
AT SVECW, BHIMAVARAM ON 14/03/2015**

Ref. No. SVECW/ /2015

Date: 14/03/2015

MEMBERS PRESENT

Dr. G. Srinivasa Rao
Dr. P. Srinivasa Raju
Mr. Siddiq Md
Mr. SSS Varma

DESIGNATION

Chairperson 
Member 
A.O. 
Manager Accounts 

MINUTES

The Chairperson welcomed the members of the FC

1. Previous FC Meeting
 - a. Confirmation of the minutes
The minutes of the previous FC meeting are circulated earlier to all the members are approved
 - b. Action taken report
All the previous proposals were reviewed and action taken report was put before all the members of FC
2. Approvals and Reports
The previous FC meeting approvals and reports are put before all the members
3. Resolutions
 - a. The members have taken a decision to conduct an External audit for the Financial Year 2014-15
 - b. The members of FC have approved the 2015-16 Annual Budget of concerned Departments, Office, Library and Exam cell with minor changes.
 - c. The committee members were satisfied with the usage, maintenance of equipment, machinery in labs, consumable materials in office, lab's and workshops
 - d. Review conducted on Institute revenues and expenditure is satisfactory
 - e. Policies for monitoring effective financial reporting process are discussed
 - f. Review conducted on unbudgeted operating expenditures is satisfactory
4. Any other items - Nil


Principal

Copy to all the members

SHRI VISHNU ENGINEERING COLLEGE FOR WOMEN :: BHIMAVARAM

FINANCE COMMITTEE – MEETING NOTICE

Ref. No. SVECW/ /2014

Date: 26/02/2014

A Meeting of Finance Committee, SVECW is scheduled at 4.00 PM on 01/03/2014 in the Principal's chamber. All the Members of Finance Committee are requested to attend the meeting.

Agenda:

1. Previous FC Meeting
 - a. Confirmation of the minutes
 - b. Action taken report
2. Approvals and Reports
3. Items for Discussion
 - a. Discussion and Approval of 2014-15 Annual Budget of all Departments, Office, Library and Exam cell
 - b. Recommendations to do External audit for Financial Year 2013-14
 - c. Review on unbudgeted operating expenditures
 - d. Review on institute revenues and expenditure
 - e. Discussion to cumulate long range operating capital budgets
4. Any other items with the permission of the chair

Thanking you,


Principal

SHRI VISHNU ENGINEERING COLLEGE FOR WOMEN :: BHIMAVARAM
MINUTES OF THE MEETING OF THE FINANCE COMMITTEE OF SVECW HELD
AT SVECW, BHIMAVARAM ON 01/03/2014


Date: 01/03/2014

Ref. No. SVECW/ /2014

MEMBERS PRESENT


Dr. G. Srinivasa Rao
Dr. P. Srinivasa Raju
Mr. Siddiq Md
Mr. SSS Varma

DESIGNATION

Chairperson 

Member 

A.O. 

Manager Accounts 

MINUTES

The Chairperson welcomed the members of the FC

1. Previous FC Meeting
 - a. Confirmation of the minutes
The minutes of the previous FC meeting are circulated earlier to all the members are approved
 - b. Action taken report
All the previous proposals were reviewed and action taken report was put before all the members of FC
2. Approvals and Reports
The previous FC meeting approvals and reports are put before all the members
3. Resolutions
 - a. The members of FC have approved the 2014-15 Annual Budget of concerned Departments, Office, Library and Exam cell with minor changes.
 - b. The members have taken a decision to conduct an External audit for the Financial Year 2013-14
 - c. Review conducted on unbudgeted operating expenditures is satisfactory
 - d. Review conducted on Institute revenues and expenditure is satisfactory
 - e. The actualities for cumulating long range operating capital budgets are discussed
4. Any other items - Nil



Principal

Copy to all the members

SHRI VISHNU ENGINEERING COLLEGE FOR WOMEN :: BHIMAVARAM

FINANCE COMMITTEE - MEETING NOTICE

Ref. No. SVECW/ /2014

Date: 23/09/2014

A Meeting of Finance Committee, SVECW is scheduled at 4.00 PM on 06/10/2014 in the Principal's chamber. All the Members of Finance Committee are requested to attend the meeting.

Agenda:

1. Previous FC Meeting
 - a. Confirmation of the minutes
 - b. Action taken report
2. Approval and Report
3. Items for Discussion
 - a. Review of Annual Budget allocation and utilization of all Departments, Office, Library and Exam cell
 - b. Recommendations to do Internal audit for current Financial Year
 - c. Review on unbudgeted operating expenditures
 - d. Review on institute revenues and expenditure
 - e. Review on usage, maintenance of equipment, machinery in labs, consumable materials in office, lab's and workshops
 - f. Discussion on budgeting process and implementation in concerned departments
4. Any other items with the permission of the chair

Thanking you,


Principal

SHRI VISHNU ENGINEERING COLLEGE FOR WOMEN :: BHIMAVARAM

**MINUTES OF THE MEETING OF THE FINANCE COMMITTEE OF SVECW HELD
AT SVECW, BHIMAVARAM ON 06/10/2014**

Ref. No. SVECW/ /2014

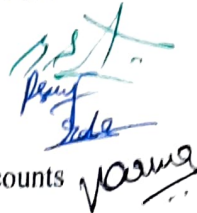
Date: 06/10/2014

MEMBERS PRESENT

Dr. G. Srinivasa Rao
Dr. P. Srinivasa Raju
Mr. Siddiq Md.
Mr. SSS Varma

DESIGNATION

Chairperson
Member
A.O.
Manager Accounts



MINUTES

The Chairperson welcomed the members of the FC

1. Previous FC Meeting
 - a. Confirmation of the minutes
The minutes of the previous FC meeting are circulated earlier to all the members are approved
 - b. Action taken report
All the previous proposals were reviewed and action taken report was put before all the members of FC
2. Approvals and Reports
The previous FC meeting approvals and reports are put before all the members
3. Resolutions
 - a. The review on Annual Budget allocation and utilization of all Departments, Office, Library and Exam cell is satisfactory
 - b. A decision is taken by FC members to do Internal audit for the current Financial Year
 - c. Review conducted on unbudgeted operating expenditures is satisfactory
 - d. Review conducted on Institute revenues and expenditure is satisfactory
 - e. The committee members were satisfied with the usage, maintenance of equipment, machinery in labs, consumable materials in office, lab's and workshops
 - f. The factors that impact effective budgeting process and implementation in concerned departments are thoroughly discussed
4. Any other items -
 - a. Measures that extend Fiscal stability and long term economic health of the institute are discussed



Sd/
Principal

Copy to all the members