



VIGNAN'S INSTITUTE OF ENGINEERING FOR WOMEN

(Approved by AICTE & Affiliated to JNT University, Kakinada) Estd. 2008

ISO 9001:2015, ISO 14001:2015, OHSAS 18001:2007 Certified Institution

Kapujaggarajupeta, VSEZ (Post), Visakhapatnam-530 049, Andhra Pradesh, India

Phone : 9133300357, 8886066339 :: Fax : 0891-2010485

E-mail : view.office2008@gmail.com, viewprincipal@gmail.com

website : www.vignanview.org

VIEW/Principal/Office order/2017/16(24)

Date: 18/07/2017

PROCEEDINGS OF THE OFFICE ORDER

A committee consisting of the following members is hereby constituted as "Finance Committee" for the academic year 2017-18.

Sl.No	Name of Committee Member	Designation	Position
1.	Dr.J.Sudhakar	Principal	Chairman
2.	Prof.A.Sesha Rao	Academic Director	Member
3.	Mr.K.Pavan Krishna	Chief Executive Officer	Member
4.	Dr.P.S.Ravindra	Dean-Admin	Member
5.	Mr.Suresh	Head of Accounts-VIEW	Member
6.	Mr.I.Rama Rao	External Auditor	Member
7.	Mr.Suresh	Statutory Auditor, LES	Member

The functions of the finance Committee are as follows:

1. To monitor and manage the budget estimation relating to the Income from fees 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 an Department level Financial Delegation


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


18/7/17
PRINCIPAL

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Vignan's Institute of
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K.J. Peta, VSEZ (P.O.)
Visakhapatnam-49





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VIEW/FC-Annual Meeting/2017-18/01

Date: 28/7/2017

CIRCULAR

The Finance Committee Meeting for the Academic Year 2017-18 has been planned to conduct on 31st July 2017, Monday at 2pm. 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 2016-17
2. Budget Proposal for the Academic Year 2017-18

[Handwritten Signature]
28/7/17
PRINCIPAL

Copy to:

Sl. No	Name of Committee Member	Designation	Position	Signature
1.	Prof.A.Sesha Rao	Academic Director	Member	<i>[Signature]</i>
2.	Mr.K.Pavan Krishna	C.E.O	Member	<i>[Signature]</i>
3.	Dr.P.S.Ravindra	Dean-Admin	Member	<i>[Signature]</i>
4.	Mr.Suresh	Head of Accounts- VIEW	Member	<i>[Signature]</i>
5.	Mr.I.Rama Rao	External Auditor	Member	<i>[Signature]</i>
6.	Mr.Suresh	Statutory Auditor, LES	Member	<i>[Signature]</i>

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VIEW/FC-MoM/2017-18/01

Date: 31/7/2017

MINUTES C F FINANCE COMMITTEE MEETING

The Finance Committee Meeting for the Academic Year 2017-18 was held on 31st July 2017 during 2pm - 5pm at *Board Room*, Vignan's Institute of Engineering for Women, Visakhapatnam and the following members were attended for the meeting.

Sl. No	Name of Committee Member	Position
1.	Dr.J.Sudhakar	Chairman
2.	Prof.A.Sesha Rao	Member
3.	Mr.K.Pavan Krishna	Member
4.	Dr.P.S.Ravindra	Member
5.	Mr.Suresh	Member
6.	Mr.I.Rama Rao	Member
7.	Mr.Suresh	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 forth coming academic year. After this, the agenda was taken up for discussion.

Item No.1: Confirmation of the minutes of the earlier meeting held on 22.7.2016

The minutes of the meeting of the Finance Committee held on 22.07.2016 were circulated to all the members for their comments. As there were no comments, it was declared that the minutes were confirmed.

Item No.2: To place before the Finance Committee, the Annual Account together with audit report for the financial year 2016-17.

The committee considered the report and went through the accounts statements carefully. After the discussion, the report by the auditor and the audited annual


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accounts for the year 2016-17 were approved and recommended to submit it before the Governing Board for further approval as given in Annexure-I

Item No.3: To place before the Finance Committee, the budget proposal for the Academic Year 2017-18 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 as given in Annexure-II

The Principal proposed the date of next meeting and unanimously decided tentatively scheduled during the month of July 2018. The Meeting concluded with vote thanks by the Principal.

1. Dr.J.Sudhakar

Chairman

2. Prof.A.Sesha Rao

Member

3. Mr.K.Pavan Krishna

Member

4. Dr.P.S.Ravindra

Member

5. Mr.Suresh

Member

6. Mr.I.Rama Rao

Member

7. Mr.Suresh

Member



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