

**PACE INSTITUTE OF TECHNOLOGY
AND SCIENCES
(AUTONOMOUS)
ONGOLE – ANDHRA PRADESH**

AGENDA

MEETING OF FINANCE COMMITTEE

DATE: 15/09/2022

TIME 11.00A.M

Venue:

Finance Committee Chairman Chambers

Main block

PACE Institute of Technology and Sciences, Valluru

CIRCULAR

This is to inform to all of the Members of the Finance Committee that a Meeting is organized on 15/09/2022 at 11.00 AM at principal chamber, to discuss and finalize the following items.

Item 1: To confirm the minutes and report the action taken on the minutes of the previous Finance committee Meeting.

Item 2: To review the status of budget allocated and utilized for the present financial year up to September.

Item 3: To approve the proposals for the following purchases

- Purchase MATLAB License for ECE and EEE Department Labs.
- Purchase TP Link for indoor and outdoor access points.
- Purchase Projectors for various rooms
- Purchase Monitors and Key boards for different departments.
- Purchase chairs and cabinets for staff.
- Purchase Generator.
- Purchase Solar Grid Inverter.
- Purchase Lloyd inverter for Civil Seminar Hall.
- Purchase Online UPS for ECE Lab.
- Purchase Printers for EEE and CSE Departments.

Item 4: To review the status of IT Returns filed for the financial year 2021 – 2022.

Item 5: To review Internal Finance Audit Report.

Item 6: To approve the renovation of Board room and the upgradation of video Recording Room.

Item 7: To approve the conversion of Seminar Halls to Smart Seminar Halls

Item 8: To approve the proposal to issue Tabs for the faculty members.

Item 9: To approve the payment for applying for extension of R & D Centre for ECE and CSE Departments.

Item 10: Any other point with approval of committee chairman

All the members are requested to attend the meeting without fail. In case any alternate attendance is proposed by the members it has to be approved before the commencement of the meeting.


PRINCIPAL

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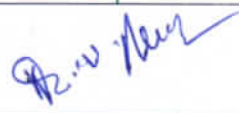

1. M.V.Ramana Babu – A.O.
2. Dr. T. Mary Jones – Convener.
3. Office file.


Ref: PACE/Autonomous/FC/02

Date: 15/09/2022

FINANCE COMMITTEE (AUTONOMOUS) MEETING HELD ON
15/09/2022 THURSDAY AT 11.00 PM.

The Following are the Members who are attended for the Finance Committee meeting is held on 15/09/2022 at 11.00 PM at Principal Chamber.

S. No.	Name of the Department / Section	Name of the Staff Member & Designation	Signature
1	Principal, PACE Institute of Technology & Sciences.	Dr. G. V. K. Murthy Chairman.	
2	Management Nominee	M. V. Ramana Babu. Admin. Officer	
4	Associate Professor, Dept. of MBA	Dr. T. Mary Jones, Convener	


Dr. G. V. K. Murthy
Principal

MINUTES OF THE MEETING

Item 1: To confirm the minutes and report the action taken on the minutes of the previous Finance committee Meeting.

- The Finance committee confirmed the minutes and the action taken report of the previous Finance Meeting. It is reported that the proposed items in the previous meeting that is Split ACs, Batteries, Computers and Computer Accessories, UPS, Surveillance camera equipments, Lab Equipment, Sports and Games Equipment, UPS Batteries, Projectors have been procured and utilized.

S. No	Item	Amount (Rs)	Date
1	UPS Batteries	219872	11/04/2022
2	Group insurance	97075	13/04/2022
3	19 Inch Monitors, VGA Cable, ID Card Holders	257503	06/05/2022
4	Projectors	220000	07/05/2022
5	Electric Materials	75734	17/05/2022
6	Digital Ammeters and Voltmeters	82040	30/05/2022
7	Stools and Chairs	47800	28/06/2022
8	TMT Bars	71920	02/07/2022
9	TMT Bars	70420	02/07/2022
10	TMT Bars	61716	08/07/2022
11	Batteries	184320	16/07/2022
12	Plants for Garden	900000	15/07/2022
13	Plants for Garden	189425	25/07/2022
14	S9S Power solutions - Batteries	184320	29/07/2022
15	Civil Lab	1062000	05/08/2022
16	TMT Bars	95424	15/08/2022
17	Ceiling Fans	92925	26/08/2022

18	CC Cameras	380000	13/09/2022
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Item 2: To review the status of budget allocated and utilized for the present financial year up to September.

- Mr. M V Ramana Babu, Administrative Officer presented the allotted budget and its utilization for the financial year 2022-2023 and the committee approved it.

Item 3: To approve the proposals for the following purchases

- Purchase MATLAB License for ECE and EEE Department Labs.
- Purchase TP Link for indoor and outdoor access points.
- Purchase Projectors for various rooms
- Purchase Monitors and Key boards for different departments.
- Purchase chairs and cabinets for staff.
- Purchase Generator.
- Purchase Solar Grid Inverter.
- Purchase Lloyd inverter for Civil Seminar Hall.
- Purchase Online UPS for ECE Lab.
- Purchase Printers for EEE and CSE Departments.

The committee approved the proposals to purchase the above items and informed the same to Accounts department to raise the purchase orders against the quotations.

Item 4: To review the status of IT Returns filed for the financial year 2021 – 2022.

- Mr. M V Ramana Babu, Administrative Officer informed that statement of accounts for the financial year 2021-2022 was filed and approved by Income Tax Department.

Item 5: To review Internal Finance Audit Report

- The Finance Committee approved the Internal quarterly audit Reports.

Item 6: To approve the renovation of Board room and the upgradation of video Recording Room.

- Dr. T. Mary Jones, Associate Professor informed about the renovation of the Board room and also about the upgradation of video Recording room and the committee approved it.

Item 7: To approve the conversion of Seminar halls into Smart Halls with Interactive boards

- Dr. T. Mary Jones, Associate Professor informed about the conversion of Seminar halls into Smart Halls with Interactive boards and the committee approved it.

Item 8: To approve the issue of Tabs for faculty in the first Phase.

- Dr. G. V. K. Murthy, Principal informed about the issue of Tabs for faculty members to enhance the teaching learning process, and the committee approved for 50 tabs as first phase issue.

Item 9: To approve the payment for applying for extension of R & D Centers for ECE and CSE Departments.

- The committee approved the payment of application for the extension of R & D centers for ECE and CSE Departments.

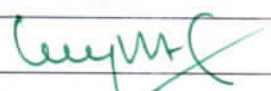

Sd/-

Convener – Finance Committee

Sd/-

Chairperson – Finance Committee

Following Members attended the Meeting:

S. No.	Members	Designation	Signature
1	Dr. G. V. K. Murthy	Principal	
2	Mr. M. V. Ramana Babu	Administrative Officer	
3	Dr. T. Mary Jones	Associate Professor	