



SRINIVASA EDUCATIONAL SOCIETY'S
PACE INSTITUTE OF TECHNOLOGY & SCIENCES
(AUTONOMOUS)

Approved by AICTE, Accredited by NBA & NAAC(A Grade), Recognized under 2(f) & 12(B) of UGC
Permanently Affiliated to JNTUK, Kakinada. A.P., An ISO 9001:2008 Certified Institution
NH-16, Near Valluramma Temple, ONGOLE - 523 272, A.P., INDIA, Ph.: 08592 278315, 9581456310 | www.pace.ac.in

Ref:PACE/Autonomous/FC/2

Dt:10-09-2018

FINANCE COMMITTEE (AUTONOMOUS)

The finance committee (Autonomous) of pace institute of technology & sciences is constituted with the following members for a term of three years with effect from the date of this document.

Composition of finance committee

- 1.Dr.M.Sreenivasan , Principal pace institute of technology & sciences - Chairmen
- 2.Sri.M.V.Ramana Babu – Management Nominee & G.B Member
- 3.K.Rajesh – Auditor
- 4.Dr.V.Venkateswara Rao – Professor MBA Department – Convener
- 5.M.Revathi – Asst.professor MBA Department - Member

Term : The term of finance committee shall be three years .

Meetings : The finance committee shall meet at least twice a year .

Functions of the Finance Committee :

The finance Committee shall act as an Advisory Body to the Governing Body to consider

1. A Budget estimates relating to the grant receive/receivable from UGC and income from Fees etc., collected for the activities to undertake the scheme of autonomy.
2. Audited Accounts for the above.

Dr.Sreenivasan


Principal



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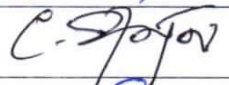


Ref:PACE/Autonomous/FC/2

Date : 10/09/2018

FINANCE COMMITTEE (AUTONOMOUS) MEEETING HELD ON22/03/18

THURSDAY AT 2.30 PM.

The following are the Members who are attended for the Finance Committee meeting is held on 10/09/2018 at 11.00 AM 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.M.Sreenivasan Chairman.	
2:-	Management Nominee & GB. Member.	M.V. Ramana babu. Admin. officer	
3.	Auditor.	K. Rajesh. Chartered Accountant.	
4.	Professor, M.B.A. Department.	Dr. V. Venkateswara Rao, Convener	
5.	Asst. professor, M.B.A. Department.	M. Revathi Member.	

Dr.Sreenivasan


Principal



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AGENDA

MEETING OF FINANCE COMMITTEE

Date : 10.09.2018.

Time :11.00AM.

Venue: Finance committee Chairman Chambers.

Main Block,

PACE Institute of technology & sciences, Valluru.



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Ref. PACE/FIN/Cir./ 2018-19/ 02.

Date: 10/09/2018.

CIRCULAR

This is to inform to all of the Members of the Finance committee that a Meeting is organized on 10/09/2018 at 11.00 AM at principal chambers, to discuss and finalize the following items.

1. To Purchase of the Laptops for the college purpose as per request received on 1/05/2018.
2. To Purchase of Dell Laptops for College purpose as per request receive on Date 4-05-2018.
3. To purchase of Bio-Metric machines for the purpose of College as per the request received on 6/6/2018.
4. To Purchase of HP Server for the college Purpose as per request order received on 15/6/2018.
5. To purchase of the HP Laser Jet Printer for the college purpose, as per request received on 16/6/2018.
6. To Purchase of Computer Spare parts for the college purpose for as per request order received on 18/06/2018.
7. To purchase of HP Computers for College purpose as per request order received on 20/06/2018.
8. To purchase Lab equipment for the college purpose as per the request order received on date: 28.6.2018.
9. To Purchase CPU for the College Purpose as per the request order received on date, 5/7/2018.
10. To purchase Monitors for the College Purpose as per the request order received on date: 6/7/2018.
11. To purchase the UPS for the college Purpose as per the request order received on date on: 24/7/2018.
12. To purchase Library Racks for the College purpose as per the request order received on date .25/7/2018.
13. To purchase Power lab equipment for the College purpose as per the request order received on request date. 15/8/2018.
14. To purchase Power lab fuizi Tech. equipment for the college purpose as per the request order received on request date: 22/8/2018.
15. To purchase LED Screens for the College purpose as per request order received on 23/08/2018.

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.


Convener/Principal

Copy to

1. M. Sreenivasan, Principal
2. M.V.Ramana babu –A.O.
3. Dr.V.VenkateswaraRao-Convener
4. K.Rajesh – Auditor
5. Office file.

PACE INSTITUTE OF TECHNOLOGY & SCIENCES

ONGOLE-ANDHRA PRADESH

MINUTES OF THE FINANCE COMMITTEE

A meeting of all the members of purchase committee was held in principal chamber on Dt. 10.09.2018 at 11.00 AM. Under the chairmanship of Dr.M.Seeinivasan, Principal of Pace Institute of Technology & Science, ongole, Andhra Pradesh.

Following Members attended the Meeting:

S.No	Members	Designation	Nature
1.	Dr. M. Sreenivasan	Principal	Chairman
2.	Mr. M. V. Ramana Babu	Administrative Officer	Member
3.	Sri C. Rajesh	Auditor	Member
4.	Dr. V.V.Ventakeswara Rao	Professor	Convener
5.	Mrs. M.Revathi	Asst.Professor	Member
6.	Mrs. V.Madhuri Kumari	Accounts officer	Member

At the outset Dr. M.Sreenivasan, Principal of the Pace and Chairperson, the agenda items were taken up for discussions with the permission of the chair

AGENDA OF THE MEETING:

As per the request of chairperson, the convener placed the agenda items for discussion. After through discussion the following resolutions were made.

Agenda

1. To purchase of the Laptops for the college purpose as per request received on 1/05/2018.
2. To purchase of Dell laptops for college purpose as per request receive on Date 4-05-2018.
3. To purchase of Bio-Metric machines for the purpose of college as per the request on 6/6/2018.
4. To purchase of HP Server for the college purpose as per request order received on 15/6/2018.
5. To Purchase of the HP Laser Jet Printer for the college purpose as per request received on 16/6/2018.
6. To purchase of computer Spare parts for the college purpose as per request order received on 18/06/2018.

7. To purchase of HP Computers for College purpose as per request order received on 20/06/2018.
8. To purchase Lab equipment for the college purpose as per the request order received on date: 28.6.2018.
9. To Purchase CPU for the College Purpose as per the request order received on date, 5/7/2018.
10. To purchase Monitors for the College Purpose as per the request order received on date: 6/7/2018.
11. To purchase the UPS for the college Purpose as per the request order received on date on: 24/7/2018.
12. To purchase Library Racks for the College purpose as per the request order received on date .25/7/2018.
13. To purchase Power lab equipment for the College purpose as per the request order received on request date. 15/8/2018.
14. To purchase Power lab fuizi Tech. equipment for the college purpose as per the request order received on request date: 22/8/2018.
15. To purchase LED Screens for the College purpose as per request order received on 23/08/2018.

Decisions:

Minutes of the Meeting:

16. To Purchase of the Laptops for Rs. 48,000(forty Eight thousand rupees only)as per request received on 1/05/2018.
17. To Purchase of Dell Laptops for College purpose as per request receive on Date 4-05-2018.
18. To purchase of Bio-Metric machines for Rs. 70,000 (Seventy thousand only) for the purpose of College as per the request received on 6/6/2018.
19. To Purchase of HP Server Rs.1, 25, 000(One Lakh Twenty thousand rupees only) for the college Purpose as per request order received on 15/6/2018.
20. To purchase of the HP Laser Jet Printer for the college purpose with an amount of155,000 as per request received on 16/6//2018.
21. To Purchase of Computer Spare parts for the college purpose for Rs. 60,000(Rupees sixty thousand0 as per request order received on 18/06/2018.
22. To purchase of HP Computers for Rs. 9, 00,000 for the College purpose as per request order received on 20/06/2018.
23. To purchase Lab equipment for Rs. 2, 00,000 (Two Lakhs Rupees only) as per the request dated: 28.6.2018.


24. To Purchase CPU for rs.7, 00,000 (Rupees seven Seven lakhs only) for College Purpose per request as on date, 5/7/2018.
25. To purchase Monitors for Rs. 2, 50,000 (Two Lakhs fifty thousand only) as per the request dated: 6/7/2018.
26. To purchase the UPS for Rs. 1, 50,000 (One Lakh Fifty thousand only) for the purpose of the college on request date: 24/7/2018.
27. To purchase Library Racks for Rs. 140,000 (One Lakh forty thousand only) for the purpose of the College on request date.25/7/2018.
28. To purchase Power lab equipment for Rs. 2, 50,000 (Two Lakhs fifty thousand only) for the purpose of College on request date. 15/8/2018.
29. To purchase Power lab fuizi Tech. equipment for Rs. 7,50,000 (Seven lakhs fifty thousand rupees only) for the purpose of college request date: 22/8/2018.
30. To purchase LED Screens for Rs.1, 40,000 (One Lakh forty thousand) for the College purpose as per request received on 23/08/2018.
31. T

It is decided to consider and approved the above items and forward the accounts Department to raise the purchase orders for against the quotations.

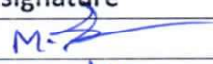
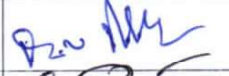


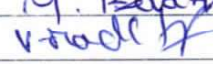
The meeting came to end at 12.30 P.M with a vote of thanks to the Chairperson and members of Finance Committee.

Sd/-

 Convener- Finance Committee

Sd/-

 Chairperson, Finance Committee

Following members attended the meeting:

SL.No	Members	Designation		signature
1.	Dr. M.Srinivasan	Principal	Chairman	
2.	Mr. M.V. Ramana Babu	Administrative Officer	Member	
3.	Sri B. Rajesh	Auditor	Member	
4.	Dr. V. Venkateswara Rao	professor	Convener	
5.	Mrs. M. Revathi	Asst. professor	Member	
6.	Mrs.V. MadhuriKumari	Accounts Officer	Member	