

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

**AGENDA**

**MEETING OF FINANCE COMMITTEE**

**DATE: 13/09/2023**

**TIME 11.00A.M**

**Venue:**

**Board Room**

**Main block**

**PACE Institute of Technology and Sciences, Valluru**

Ref: PACE/FIN/Cir/2023-24/03

Date: 09/09/2023

**CIRCULAR**

This is to inform to all of the Members of the Finance Committee that a Meeting is organized on 13/09/2023 at 11.00 AM at Board room, 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 approve the proposals for the following purchases

Item 3: To review the submission of IT Returns for the financial year 2022 – 2023.

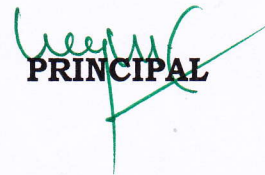
Item 4: To review Internal Finance Audit Report.

Item 5: To approve the proposal of establishment of BEEE Lab as per the requirements of R23 regulations for EEE Department.

Item 6: To approve the proposal of purchase of 50 computers.

Item 7: Any other point with the permission of the 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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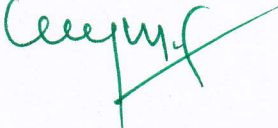
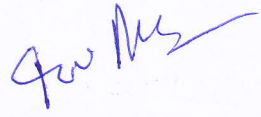

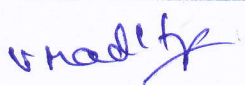
1. M. V. Ramana Babu – A.O.
2. Dr. T. Mary Jones – Associate Professor.
3. Mrs. V. Madhuri Kumari – Accounts Officer
4. Office file.

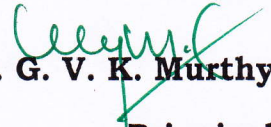
Ref: PACE/Autonomous/FC/03

Date: 13/09/2023

**FINANCE COMMITTEE (AUTONOMOUS) MEETING HELD ON  
13/09/2023 WEDNESDAY AT 11.00 AM.**

The Following are the Members who are attended for the Finance Committee meeting is held on 13/09/2023 at 11.00 AM at Board Room.

S. No.	Details of Member	Representation	Signature
1	Dr. G. V. K. Murthy Principal, PACE Institute of Technology & Sciences.	Chairman	
2	M. V. Ramana Babu. Chief Admin. Officer	Member	
3	Dr. T. Mary Jones, Associate Professor, Dept. of MBA	Member	
4	Mrs. V. Madhuri Kumari, Accounts Officer	Member Secretary	

  
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 were purchased. The details of the purchases are given below.

<b>S. No</b>	<b>Item</b>	<b>Amount</b>	<b>Date</b>
1	Daikan AC 1.5T FTL/RL 50 UV 16 V/U 2 (3*)	39000	05.06.2023
2	Daikin Cassette and other components	135500	18.07.2023
3	Aarvex 8 GB DDR3 Ram & Intel Processor Fan	307200	29.06.2023
4	Software Maintenance Access to STAAD Pro Connect Edition software for 1 year through Bentley Education Portal including maintenance & support from TechApps &	169920	04.04.2023
5	Primavera P6 Project Management Software support and Maintenance for 1 Year	169920	04.04.2023
6	Iron Safe Lockers	99000	25.05.2023
7	HOD Racks	174600	11.05.2023
8	STL 23	37500	14.06.2023
9	Ruby Plain	155673	08.05.2023
10	Pantum Printer P3308DW	26400	04.07.2023
11	GBC ShredMAster AUTO+50X	21990	05.07.2023

	Auto Feed Paper/Credit Card Cross Cut Shredder with 50 Sheet Capacity and 20L Bin for shredding Sensitive Documents; 4 * 28mm Confetti cut		
12	CHR 4025	53000	30.06.2023
13	Assemble Systems	669491.60	31.03.2023
14	Charges towards Supply. Erection, Installation and Commissioning of Parts/Components of Lift/Elevators	343350	07.07.2023
15	Charges towards Supply. Erection, Installation and Commissioning of Parts/Components of Lift/Elevators	539550	07.07.2023
16	Charges towards Supply. Erection, Installation and Commissioning of Parts/Components of Lift/Elevators	619300	07.07.2023
17	Charges towards Supply. Erection, Installation and Commissioning of Parts/Components of Lift/Elevators	394100	07.07.2023
18	Charges towards Supply. Erection, Installation and Commissioning of Parts/Components of Lift/Elevators	608300.01	07.07.2023

19	Charges towards Supply. Erection, Installation and Commissioning of Parts/Components of Lift/Elevators	387100	07.07.2023
20	Charges towards Supply. Erection, Installation and Commissioning of Parts/Components of Lift/Elevators	539550	07.07.2023
21	Supply of Lift/Elevator	719138	02.08.2023
22	Cable and other components for Camera Fixation	73760	10.04.2023
23	3-Phase DSP based v/f Control Drive	144000	24.06.2023
24	3-Phase SCR based Inverter drive for 3-phase AC Motor-230V, 12A	72000	24.06.2023
25	IGBT based Single 4 Quadrant chopper drive for PMDC Motor with speed Measurement & Closed Loop Control	104000	24.06.2023
26	Speed Control of BLDC motor drive	196000	24.06.2023
27	Three Phase Input IGBT 4 Quadrant Chopper Drive for DC Motor with Closed Loop Control	156000	24.06.2023
28	Three Phase Input Thyrisorised Drive	72000	24.06.2023
29	Laptops	173700	18.05.2023

- The Institutional Budget have been approved by the committee members.
- The committee approved the submission of IT returns for the financial year 2021-2022 to Income Tax Department.
- The Finance Committee approved the Internal quarterly audit Reports.
- The committee approved the payment of application for the renewal of R & D centre.
- The committee approved the No Name Insurance for College workers.

**Item 2: To approve the proposals for the following purchases.**

- Mr. M. V. Ramana Babu, AO, presented the proposals of purchases of various items as given below:
  - To purchase the CCTV cameras to install in all the staff rooms in the campus.
  - To purchase Konica Minolta BH 367 MFP
  - To purchase Windows 10 pro product key.
  - To purchase the materials and consumables for Environmental Engineering lab.
  - To pay the publication charges for Papers in journals
  - To purchase Mitsubishi Electric VRF Air Conditioning System
  - To purchase Konika Minolta Bizhub 467 Printer/Scanner/CopyA3 Size
  - To purchase Dell systems
  - To purchase the Faculty Chairs and Tables
  - To provide the cabins for the faculty members.
- 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 3: To review the submission of IT Returns for the financial year 2022 - 2023.**

- Mrs. V. Madhuri Kumari, Accountant, informed the members that the IT Returns for the Financial year 2022 - 2023 is prepared and will be submitted.

**Item 4: To review Internal Finance Audit Report.**

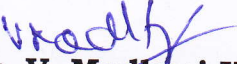
- The Finance Committee approved the Internal quarterly audit Reports.

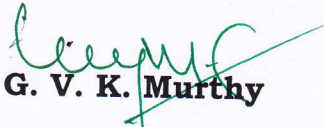
**Item 5: To approve the proposal of establishment of BEEE Lab as per the requirements of R23 regulations for EEE Department.**

- Dr. T. Mary Jones presented the proposal of establishment of BEEE Lab as per the requirements of R23 regulations for EEE Department. The committee approved the proposal to establish the lab.

**Item 6: To approve the proposal of purchase of 50 computers.**

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

  
**Mrs. V. Madhuri Kumari**  
**Member Secretary**

  
**Dr. G. V. K. Murthy**  
**Chairman**