

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

**AGENDA**

**MEETING OF FINANCE COMMITTEE**

**DATE: 05/04/2024**

**TIME 11.00 A.M**

**Venue:**

**Board Room**

**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 05/04/2024 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 purchase of various items for the financial year 2024 – 2025.

**Item 3:** To approve the institutional budget for the financial year 2024 – 2025.

**Item 4:** To prepare the IT Returns for the financial year 2023 – 2024.

**Item 5:** To review Internal Finance Audit Report.

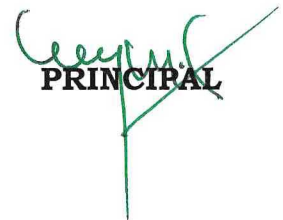
**Item 6:** To approve the proposal of installing a 500 liter heat pump in the kitchen.

**Item 7:** To approve the purchase of a main panel board for power supply for the college.

**Item 8:** To renew the Insurance policies.

**Item 9:** 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**

Copy to

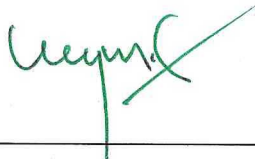



1. M. V. Ramana Babu – A.O.
2. Dr. T. Mary Jones – Associate Professor.
3. Mrs. V. Madhuri Kumari – Accounts Officer
4. Office file.


Ref: PACE/Autonomous/FC/03

Date: 05/04/2024

**FINANCE COMMITTEE (AUTONOMOUS) MEETING HELD ON**  
**05/04/2024 FRIDAY AT 11.00 AM.**

The Following are the Members who are attended for the Finance Committee meeting is held on 05/04/2024 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	Iron 3 seaters	34500	30.10.2023
2	Visitor Chairs	23400	30.10.2023
3	Iron safe lockers, legs and welding charges	79600	30.10.2023
4	Chairs	74200	12.12.2023
5	Net Chairs	26000	01.11.2023
6	Chairs	169599	27.12.2023
7	File Racks	61900	09.01.2024
8	Boom Net Chair	375000	12.02.2024
9	Mini Visitor Chair	18500	12.02.2024
10	Candypop 65 Inch Interactive Flat Panel	170000	23.02.2024
11	Ben Q MX 560 Projectors	22500	30.01.2024
12	Ben Q MX 560 Projectors	175000	10.02.2024
13	Engineering Mechanical Lab materials	114902	03.03.2024
14	CCTV	180015	27.12.2023
15	CCTV	189120	05.02.2024
16	CCTV	37750	28.02.2024
17	Daikin AC 1.0T FTL 35 UV 16 W1	64000	26.10.2023

18	MIT VRF ODU 16 HP PUCY-P 400 YKD.TH	1260000	26.10.2023
19	MIT VRF ODU 18 HP PUCY-P 450 YKD.TH	1400000	26.10.2023
20	MIT VRF Twinning KIT CMY-Y200VBK2	40000	26.10.2023
21	MIT VRF IDU 4 W Cassette 4.6 TR PLFY- P 140 VEM-DA TH	135000	26.10.2023
22	MIT VRF IDU 4 W Cassette 4.0 TR PLFY- P 125 VEM-DA TH	666000	26.10.2023
23	MIT VRF IDU 4 W Cassette 3.2 TR PLFY- P 100 VEM-DA TH	363000	26.10.2023
24	MIT VRF IDU 4 W Cassette 1.6 TR PLFY- P50 VEM-DA TH	62000	26.10.2023
25	MIT VRF IDU SPLIT 1.6 TR PKFY-P 50 VLM-DA. TH	240000	26.10.2023
26	MIT VRF 4 WAY Cassette Panel PLP- 6EAR1-DA	204000	26.10.2023
27	MIT VRF Branch Joint Pipe CMY-Y302S- G2 28%	48000	27.10.2023
28	MIT VRF Branch Joint Pipe CMY-Y202S- G2(28%)	45000	27.10.2023
29	MIT VRF Branch Joint Pipe CMY- Y102LS-G2 28%	56000	27.10.2023
30	MIT VRF Branch Joint Pipe CMY- Y102SS-G2 28%	19200	27.10.2023
31	MIT VRF Remote Wireless PAR-FL32MA	292062	08.12.2023
32	MIT VRF Signal Receiver PAR-SE9FA-E	170000	08.12.2023
33	SP Hard Copper Pipe F 1 5/8	105000	09.12.2023
34	SP Hard Copper Pipe F 1 3/8	100000	09.12.2023
35	SP Hard Copper Pipe F 1 1/8	120000	09.12.2023
36	SP Hard Copper Pipe F 7/8	30000	09.12.2023
37	SP Hard Copper Pipe F 3/4	675000	09.12.2023
38	SP Hard Copper Pipe F 5/8	100000	09.12.2023
39	SP Hard Copper Pipe F 1/2	40250	09.12.2023
40	SP Hard Copper Pipe F 3 /8	43500	09.12.2023

41	SP Hard Copper Pipe F 1 / 4	2500	09.12.2023
42	SP Copper Tube M 5 / 8 SIZE	50000	09.12.2023
43	SP Copper Tube M 1 / 2 SIZE	14000	09.12.2023
44	SP Copper Tube M 3 / 8 SIZE	35000	09.12.2023
45	SP Copper Tube M 1 / 4 SIZE	2500	09.12.2023
46	SP 4 Core Power Cable	64350	09.12.2023
47	SP KFLEX Tubes and Power Cables	225400	09.12.2023
48	Research Incentives	405696	27.02.2024
49	Lenovo Desktop	1786440.24	03.02.2024
50	Chassis Asus RS 500 E9 RS4	684400	03.02.2024
51	Mother Boards, Processors, RAMs etc.	1534400	09.01.2024
52	KYOCERA TASKALFA MZ3200I	131000	27.12.2023
53	Mother Board, Processors, RAMs etc.,	1925900	28.11.2023
54	19 Inch Monitor (KRYSTAA Monitor)	112500	11.10.2023
55	AHUJA SSB-120DP PA Mixer Amplifier	31271.19	
56	JBL 8124 Ceiling Speaker	77186.52	06.10.2023
57	Keyboard, HDMI Cable, Mouse	72500	06.10.2023
58	Pantum Printer BM5100ADW	34000	26.09.2023
59	Pantum Printer M7105DN	20900	26.09.2023
60	Pantum TL-425U CART	1300	26.09.2023

- The committee approved the proposals to purchase the items and informed the same to Accounts department to raise the purchase orders against the quotations.
- The IT Returns for the Financial year 2022 – 2023 is filed.
- The Finance Committee approved the Internal quarterly audit Reports.
- The BEEE lab is established as per the requirements of R23 regulations for EEE Department.
- The computers for the labs are being purchased and installed.

**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 300 Liters Drinking water coolers for Boys hostel.
  - To purchase Benq Projectors for Aryabhata block.
  - To purchase Refurbished CPU (40) for CSE Lab.
  - To purchase monitor, mother board and all required spare parts for the labs.
  - To purchase iron safe lockers for office.
  - To purchase staff chairs and other furniture for Aryabhata block.
  - To purchase Fujitsu/Ricoh-8170 for exam section.
  - To install 60 KLD Sewage Treatment plant based on Ecobud technology.
  - To install Design & supply of 150kW Solar roof top Grid Connet system for Aryabhata block.
  - To purchase electrical distribution panel for Generator room.
- 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 approve the institutional budget for the financial year 2024 – 2025.**

- Mrs. V. Madhuri Kumari, Accounts Officer, presented the institutional budget for the financial year 2024 – 2025 basing on the budgets of all departments and cells and the committee approved it.

**Item 4: To prepare the IT Returns for the financial year 2023 – 2024.**

- Mrs. V. Madhuri Kumari, Accounts Officer, informed the members that the IT Returns for the Financial year 2023 – 2024 will be prepared and filed.

**Item 5:** To review Internal Finance Audit Report.

- The Finance Committee approved the Internal quarterly audit Reports.

**Item 6:** To approve the proposal of installing a 500 liter heat pump in the kitchen.

- The committee approved the proposal of installing a 500 liter heat pump in the kitchen.

**Item 7:** To approve the purchase of a main panel board for power supply for the college.

- Dr. T. Mary Jones presented the proposal of purchase of a main panel board for power supply for the college. The committee approved the proposal to purchase of a main panel board.

**Item 8:** To renew the Insurance policies.

- Accidental Insurance for all staff and students in Star Health Allied Insurance.
  - Workman Insurance from ICICI Lombard GIC Company.
  - Fire Insurance and Building Insurance.
- Mrs. V. Madhuri Kumari, Accounts Officer, presented the need for renewal of insurance policies i.e Accidental Insurance for all staff and students, Workman Insurance and Fire and Building Insurance. The committee members approved the renewal of the policies.



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



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