VIGNAN'S INSTITUTE OF MANAGEMENT AND TECHNOLOGY FOR WOMEN
(An Autonomous Institution)
[Sponsored by Lavu Educational Society, Affiliated to JNTUH & Approved by AICTE, New Delhi]
Kondapur (V), Ghatkesar (M), Medchal - Malkajgiri (D) - 501 301 Phone: +91 96529 10002/3

VMTW/EST/OO/2022-23/05/01 Date: 15/07/2022

PROCEEDINGS OF THE OFFICE ORDER

As per the approval of the Competent Authority, Finance Committee was reconstructed with the following members from the academic year 2022-23.

S. No.	Name of the Member	Designation	Role
1	Dr. G. Apparao Naidu	Principal	Chairman
2	Mr. B. Shravan	CEO	Member
3	Dr. T. Srinivasulu	Associate Professor	Member
4	Dr. B. Phijik	Associate Professor	Member
5	Mrs. V. Rajitha	Senior Accountant	Member

Roles & Responsibilities.

- Prepare and Recommend the Annual Budget.
- To Monitor Budget Utilization.
- Review Financial Statements.
- Oversee Internal and External Audits.
- Recommend Financial Sanction Powers.
- Review of Fee Structure and Financial Resources.
- Approved Salary Increments and Employee Benefits.
- Review Scholarships and Student Welfare Funds.
- Monitor Research and Development Funding.

Tenure: The Finance Committee shall be constituted for a **period of one Academic Year**.

PRINCIPAL

Principal
Vignan's Institute of Management & Technology For Women
Kondapur (V), Ghatkesar (M), Medchal-Malkajgiri (D)-501301,
Telangana State

Copy to: All the members of Finance Committee

Dean Academics	Dean IQAC	Dean R&D	HOD – ECE	HOD-CSE	HOD-AIML	HOD-DS	HOD-IT	HOD-BS&H

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VMTW /FC/2023-2024/MEETING/1 **Date: 10-09-2023**

CIRCULAR

All Finance committee members are informed that the meeting for the Academic Year **2023–2024** will be held on 10-09-23 at 3:00 pm in the Board room. All committee members are requested to attend the meeting without fail.

Agenda:

1. Confirmation of the previous Finance Committee minutes of the meeting held on 20th April 2023.
2. Action taken on previous minutes of meeting.
3. Tuition Fee Revision & Structure.
4. Approval of Audit Statements.
5. Approval of Salary Increments.
6. Reviewing financial allocation for organizing and sponsoring faculty members to attend international conferences.
7. Budget for NBA/NAAC Accreditation Expenses.
8. Any other point with the permission of the chair.

PRINCIPAL

Principal
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Copy to: All the members of Finance Committee

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Finance Committee Meeting on September 10, 2023

AGENDA

1. Confirmation of the previous Finance Committee minutes of the meeting held on 20th April 2023.
2. Action taken on previous minutes of meeting.
3. Tuition Fee Revision & Structure.
4. Approval of Audit Statements.
5. Approval of Salary Increments.
6. Reviewing financial allocation for organizing and sponsoring faculty members to attend international conferences.
7. Budget for NBA/NAAC Accreditation Expenses.
8. Any other point with the permission of the chair.

Members Present:

S. No.	Name of the Member	Designation	Role	Sign
1	Dr. G. Apparao Naidu	Principal	Chairman	
2	Mr. B. Shravan	CEO	Member	
3	Dr. T. Srinivasulu	Associate Professor	Member	
4	Dr. B. Phijik	Associate Professor	Member	
5	Mrs. V. Rajitha	Senior Accountant	Member	Rajitha V

PRINCIPAL

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Telangana State

Copy to: All the members of Finance Committee.

Vignan's Institute of Management & Technology for Women
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VMTW /FC/2023-2024/MEETING/1 **Date: 10-09-2023**

MINUTES OF THE MEETING

The Minutes of Finance Committee meeting will be held on 10 September 2023, at 3.00PM at Board room, VMTW with a welcome address by the Chairperson.

The Quorum (minimum 40%) was satisfied.

The following members have present

1. Dr. G. Apparao Naidu
2. Mr. B. Shravan
3. Dr. T. Srinivasulu
4. Dr. B. Phijik
5. Mrs. V. Rajitha

The Chairman welcomed all the members to the meeting of the Finance Committee.

Agenda Item 1: Confirmation of the Previous Finance Committee Minutes of the Meeting held on 20th April 2023

The Chairperson welcomed all members and placed the minutes of the Finance Committee meeting held on **20th April 2023** before the committee for confirmation. The members reviewed the proceedings and expressed satisfaction with the implementation of the decisions taken. As there were no modifications or objections, the minutes were unanimously confirmed.

Agenda Item 2: Action Taken on Previous Minutes of Meeting

The accountant presented the Action Taken Report (ATR) on the resolutions passed in the previous meeting. The committee reviewed the implementation status of budget allocations, infrastructure maintenance, procurement activities, and audit compliance. Members appreciated that all major action points were completed within the prescribed timeline.

Agenda Item 3: Tuition Fee Revision & Structure

The Finance Committee discussed the proposed tuition fee structure for the upcoming academic year after reviewing operational expenses, infrastructure development, laboratory maintenance, faculty salaries, and statutory requirements. Members ensured that the proposed revision remained in compliance with Government and AFRC guidelines while maintaining affordability for students. The committee recommended forwarding the revised fee structure to the Governing Body and the regulatory authorities concerned for approval.

Agenda Item 4: Approval of Audit Statements

The Finance Officer presented the audited financial statements for the financial year along with the auditor's report. The committee examined the Balance Sheet, Income & Expenditure Statement, Receipts & Payments Statement, and audit observations. Members observed that the accounts were maintained accurately and in accordance with statutory financial regulations. Necessary compliance measures had already been initiated wherever required.

Agenda Item 5: Approval of Salary Increments

The committee reviewed the annual salary increment proposals for eligible teaching and non-teaching staff based on institutional policy, performance appraisal reports, experience, and financial sustainability. Members appreciated the efforts of the faculty and staff towards academic excellence and institutional development. After detailed discussion, the committee approved the proposed salary increments.

Agenda Item 6: Reviewing Financial Allocation for Organizing and Sponsoring Faculty Members to Attend International Conferences

The committee discussed the importance of encouraging faculty participation in international conferences to enhance research, professional development, and institutional visibility. Financial support was proposed for registration fees, travel, accommodation, and publication expenses, subject to institutional guidelines and budget availability. Members agreed that such initiatives would contribute significantly to academic excellence and accreditation outcomes.

Agenda Item 7: Budget for NBA/NAAC Accreditation Expenses

The committee reviewed the financial requirements for NBA and NAAC accreditation activities, including documentation, laboratory enhancement, infrastructure improvements, consultancy charges, training programmes, mock audits, committee meetings, and accreditation application fees. Members recognized the strategic importance of accreditation in improving institutional quality and approved of the necessary financial support.

Agenda Item 8: Any Other Point with the Permission of the Chair

With the permission of the Chair, members discussed strengthening digital financial record management, conducting periodic internal financial reviews, and promoting cost-effective utilization of institutional resources. The committee also emphasized timely submission of departmental expenditure reports and adherence to procurement procedures.

The meeting concluded with a vote of thanks to the Chair.

Members Present:

S. No.	Name of the Member	Designation	Role	Sign
1	Dr. G. Apparao Naidu	Principal	Chairman	
2	Mr. B. Shravan	CEO	Member	
3	Dr. T. Srinivasulu	Professor	Member	
4	Dr. B. Phijik	Professor	Member	
5	Mrs. V. Rajitha	Senior Accountant	Member	Rajitha.V

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Telangana State

VMTW /FC/2023-2024/MEETING/2 **Date: 04-03-2024**

CIRCULAR

All Finance committee members are informed that the meeting for the Academic Year **2023–2024** will be held on 05-03-24 at 3:00 pm in the Board room. All committee members are requested to attend the meeting without fail.

Agenda:

1. Confirmation of the previous Finance Committee minutes of the meeting held on 10th Sep 2023.
2. Action taken on previous minutes of meeting.
3. Approval of Annual Budget proposals for AY 2024-25
4. Financial Provisioning for Regulatory Compliance and Integration of NEP 2020.
5. Statutory Audit Preparation.
6. Library Resource Expansion.
7. Any other point with the permission of the Chair.

PRINCIPAL

Principal
Vignan's Institute of Management & Technology For Women
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Telangana State

Copy to: All the members of Finance Committee

Finance Committee Meeting on March 05, 2024

AGENDA

1. Confirmation of the previous Finance Committee minutes of the meeting held on 10th Sep 2023.
2. Action taken on previous minutes of meeting.
3. Approval of Annual Budget proposals for AY 2024-25
4. Financial Provisioning for Regulatory Compliance and Integration of NEP 2020.
5. Statutory Audit Preparation.
6. Library Resource Expansion.
7. Any other point with the permission of the Chair.

Members Present:

S. No.	Name of the Member	Designation	Role	Sign
1	Dr. G. Apparao Naidu	Principal	Chairman	
2	Mr. B. Shravan	CEO	Member	
3	Dr. T. Srinivasulu	Professor	Member	
4	Dr. B. Phijik	Professor	Member	
5	Mrs. V. Rajitha	Senior Accountant	Member	Rajitha

PRINCIPAL

Copy to: All the members of Finance Committee.

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Telangana State

Vignan's Institute of Management & Technology for Women
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VMTW /FC/2023-2024/MEETING/1 **Date: 10-09-2023**

MINUTES OF THE MEETING

The Minutes of Finance Committee meeting will be held on 10 September 2023, at 3.00PM at Board room, VMTW with a welcome address by the Chairperson.

The Quorum (minimum 40%) was satisfied.

The following members have present

1. Dr. G. Apparao Naidu
2. Mr. B. Shravan
3. Dr. Mr. T. Srinivasulu
4. Dr. Mr. B. Phijik
5. Mrs. V. Rajitha

The Chairman welcomed all the members to the meeting of the Finance Committee.

Agenda Item 1: Confirmation of the Previous Finance Committee Minutes of the Meeting held on 10th September 2023

The Chairperson welcomed all members and placed the minutes of the Finance Committee meeting held on **10th September 2023** before the committee for confirmation. The members reviewed the proceedings and expressed satisfaction with the implementation of the resolutions. As there were no corrections or amendments, the minutes were unanimously confirmed

Agenda Item 2: Action Taken on Previous Minutes of Meeting

The accountant presented the Action Taken Report (ATR) covering the implementation status of the resolutions approved during the previous meeting. The committee noted that departmental budget allocations, infrastructure maintenance, procurement activities, and financial monitoring had been completed successfully. Compliance with audit recommendations was also reviewed and appreciated.

Agenda Item 3: Approval of Annual Budget Proposals for Academic Year 2024–2025

The Finance Officer presented the proposed Annual Budget for the Academic Year **2024–2025**, prepared after considering departmental requirements and institutional priorities. The proposed allocations covered academic activities, laboratories, library development, research initiatives, faculty development programmes, student welfare, infrastructure maintenance, examination expenses, and administrative costs. After detailed discussion, the committee unanimously approved the proposed budget.

Agenda Item 4: Financial Provisioning for Regulatory Compliance and Integration of NEP 2020

The committee discussed the financial requirements for implementing the provisions of the **National Education Policy (NEP) 2020** and ensuring compliance with statutory and regulatory guidelines. The proposed allocations included curriculum revision, faculty training programmes, multidisciplinary learning initiatives, digital learning resources, outcome-based education practices, and regulatory documentation. Members agreed that adequate financial support would facilitate smooth implementation of NEP initiatives and improve institutional quality.

Agenda Item 5: Statutory Audit Preparation

The Finance Officer briefed the committee on the preparations required for the upcoming statutory audit. Members reviewed the status of financial records, vouchers, ledgers, fixed asset registers, bank reconciliation statements, statutory returns, and supporting documents. The committee instructed all departments to complete pending documentation and ensure the availability of records before the audit schedule.

Agenda Item 6: Library Resource Expansion

The committee reviewed the proposal submitted by the Librarian for expanding library resources to support academic and research activities. The proposal included the procurement of new textbooks, reference books, national and international journals, e-books, digital databases, and subscriptions to online learning platforms. Members recognized the importance of strengthening library resources to support quality education and accreditation requirements.

Agenda Item 7: Any Other Point with the Permission of the Chair

With the permission of the Chair, the members discussed strengthening financial transparency through digital accounting systems, conducting quarterly reviews of departmental expenditure, and encouraging optimum utilization of institutional resources. The committee also recommended periodic reviews of budget utilization to ensure effective financial planning and accountability.

The meeting concluded with a vote of thanks to the Chair.

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Members Present:

S. No.	Name of the Member	Designation	Role	Sign
1	Dr. G. Apparao Naidu	Principal	Chairman	
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