VMTW/EST/OO/2024-25/05/01 Date: 15/07/2024

PROCEEDINGS OF THE OFFICE ORDER

As per the approval of the Competent Authority, Finance Committee was reconstructed with the following members for the academic year 2024-25.

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 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) - 501 301.

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

VMTW /FC/2024-2025/MEETING/1 **Date: 10-10-2024**

CIRCULAR

All Finance committee members are informed that the meeting for the Academic Year **2024–2025** will be held on 12-10-24 at 11:00 am in the Conference Hall. 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 24th Mar 2024.
2. Action taken on previous minutes of meeting.
3. Admissions Revenue Verification.
4. Faculty Insurance Premiums.
5. Approval of Audit statements.
6. Capital expenditure for Infrastructure Development.
7. To review and approve the annual salary increment proposals for eligible teaching and non-teaching staff.
8. Planning for AFRC Submission.
9. Any other point with the permission of the Chair.

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

Finance Committee Meeting on October 12, 2024

AGENDA

1. Confirmation of the previous Finance Committee minutes of the meeting held on 24th Mar 2024.
2. Action taken on previous minutes of meeting.
3. Admissions Revenue Verification.
4. Faculty Insurance Premiums.
5. Approval of Audit statements.
6. Capital expenditure for Infrastructure Development.
7. To review and approve the annual salary increment proposals for eligible teaching and non-teaching staff.
8. Planning for AFRC Submission.
9. 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	[signature]
2	Mr. B. Shravan	CEO	Member	[signature]
3	Dr. T. Srinivasulu	Associate Professor	Member	[signature]
4	Dr. B. Phijik	Associate Professor	Member	[signature]
5	Mrs. V. Rajitha	Senior Accountant	Member	Rajitha

PRINCIPAL

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

Copy to: All the members of Finance Committee.

Vignan's Institute of Management & Technology for Women
(An Autonomous Institution)

VMTW /FC/2024-2025/MEETING/1 **Date: 12-10-2024**

MINUTES OF THE MEETING

The Minutes of the Finance Committee meeting will be held on 12 October 2024, at 11.00AM at Conference Hall, 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 24th March 2024

The Chairperson welcomed all the members and placed the minutes of the Finance Committee meeting held on **24th March 2024** for confirmation. The members reviewed the proceedings and expressed satisfaction with the implementation of the decisions. As there were no suggestions for modification, the minutes were unanimously confirmed.

Agenda Item 2: Action Taken on Previous Minutes of Meeting

The Finance Officer presented the Action Taken Report (ATR) on the resolutions passed during the previous meeting. The committee noted that all approved financial activities, procurement processes, maintenance works, and budget allocations had been implemented successfully. Compliance with audit observations and financial regulations was also reviewed.

Agenda Item 3: Admissions Revenue Verification

The Finance Officer presented the admission revenue collected for the current academic year, including tuition fees, special fees, and other institutional receipts. The committee verified the admission records with the fee collection statements and confirmed that all transactions were properly recorded in accordance with institutional financial procedures. Members emphasized maintaining complete transparency and timely reconciliation of admission accounts.

Agenda Item 4: Faculty Insurance Premiums

The committee reviewed the faculty insurance policy and the premium payable for the current financial year. The Finance Officer explained the premium structure, coverage benefits, and renewal schedule. Members appreciated the institution's commitment towards employee welfare and approved the timely payment of insurance premiums for all eligible faculty members.

Agenda Item 5: Approval of Audit Statements

The Finance Officer presented the audited financial statements prepared for the financial year along with the auditor's observations. The committee reviewed the Balance Sheet, Income & Expenditure Statement, Receipts & Payments Statement, and Audit Report. Members observed that the financial records were maintained systematically and statutory compliance requirements were fulfilled. Minor audit observations had already been addressed.

Agenda Item 6: Capital Expenditure for Infrastructure Development

The committee discussed the proposed capital expenditure for infrastructure development, including laboratory modernization, classroom improvement, campus maintenance, ICT facilities, electrical works, furniture procurement, and other developmental activities. Members reviewed the proposed estimates and recommended prioritizing academic infrastructure to support quality education and future accreditation requirements.

Agenda Item 7: Review and Approval of Annual Salary Increment Proposals for Eligible Teaching and Non-Teaching Staff

The Finance Committee reviewed the annual salary increment proposals submitted for eligible teaching and non-teaching staff based on their performance appraisal, years of service, institutional policy, and financial feasibility. The members discussed the recommendations made by the Heads of Departments and the Human Resources Section. After careful consideration, the committee approved the proposed annual increments for all eligible employees, effective from the applicable date, subject to the approval of the Governing Body and institutional norms.

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

With the permission of the Chair, the members discussed strengthening digital financial record management, improving internal financial monitoring, and ensuring timely submission of utilization certificates by all departments. The committee also recommended conducting quarterly budget review meetings to monitor expenditure and maintain financial transparency.

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	Associate Professor	Member	
4	Dr. B. Phijik	Associate Professor	Member	
5	Mrs. V. Rajitha	Senior Accountant	Member	Rajitha V

PRINCIPAL

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

VMTW/EST/OO/2024-25/05/01 Date: 15/07/2024

PROCEEDINGS OF THE OFFICE ORDER

As per the approval of the Competent Authority, Finance Committee was reconstructed with the following members for the academic year 2024-25.

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 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

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

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 /FC/2024-2025/MEETING/2 **Date: 16-03-2025**

CIRCULAR

All Finance committee members are informed that the meeting for the Academic Year **2024–2025** will be held on 16-03-25 at 12:00 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 12 Oct 2024.
2. Action taken on previous minutes of meeting.
3. Alumini Meet Funding.
4. Approval of Annual Budget Proposals for AY 2025-26
5. Budget allocation for the maintenance, fitness certifications, and fuel contracts of college buses.
6. Sanctioning funds for Updating classrooms with smart boards and Projectors.
7. Any other point with the permission of the Chair.

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

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

Finance Committee Meeting on March 16, 2025

AGENDA

1. Confirmation of the previous Finance Committee minutes of the meeting held on 12 Oct 2024.
2. Action taken on previous minutes of meeting.
3. Alumini Meet Funding.
4. Approval of Annual Budget Proposals for AY 2025-26
5. Budget allocation for the maintenance, fitness certifications, and fuel contracts of college buses.
6. Sanctioning funds for Updating classrooms with smart boards and Projectors.
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	Associate Professor	Member	
4	Dr. B. Phijik	Associate Professor	Member	
5	Mrs. V. Rajitha	Senior Accountant	Member	Rajitha V

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.

Vignan's Institute of Management & Technology for Women
(An Autonomous Institution)

VMTW /FC/2024-2025/MEETING/1 **Date: 16-03-2025**

MINUTES OF THE MEETING

The Minutes of the Finance Committee meeting will be held on 16 March 2025 at 12:00 pm in the 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 12th October 2024

The Chairperson welcomed all the members and placed the minutes of the previous Finance Committee meeting before the committee for confirmation. The members reviewed the proceedings and confirmed that the decisions taken during the previous meeting had been implemented satisfactorily. As no amendments were suggested, 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 during the previous meeting. The committee noted that the approved financial activities, infrastructure maintenance works, procurement of equipment, and budget allocations had been completed within the stipulated time. The members appreciated the timely execution of all financial decisions.

Agenda Item 3: Alumni Meet Funding

The committee discussed the financial requirements for organizing the Annual Alumni Meet. The proposed budget included expenditure towards venue arrangements, invitations, hospitality, cultural programmes, mementos, refreshments, publicity, photography, and event management.

Members emphasized utilizing the funds efficiently while ensuring a successful event that strengthens alumni engagement and institutional networking.

Agenda Item 4: Approval of Annual Budget Proposals for Academic Year 2025–2026

The accountant presented the proposed Annual Budget for the Academic Year **2025–2026**, prepared based on departmental requirements and institutional priorities. The committee reviewed the proposed allocations for academics, laboratories, library, research, faculty development, student welfare, infrastructure maintenance, examination activities, and administrative expenses. After detailed discussion, the members unanimously approved the proposed budget.

Agenda Item 5: Budget Allocation for the Maintenance, Fitness Certifications, and Fuel Contracts of College Buses.

The committee reviewed the financial requirements for the maintenance and operation of the institution's transport fleet. The Transport In-charge presented estimates for preventive maintenance, vehicle servicing, mandatory fitness certifications, insurance renewals, fuel contracts, and emergency repairs. Members emphasized ensuring the safety, reliability, and uninterrupted operation of college buses.

Agenda Item 6: Sanctioning Funds for Updating Classrooms with Smart Boards and Projectors

The committee discussed the proposal to modernize classrooms by installing smart boards and multimedia projectors to enhance the teaching-learning process. The proposal included procurement, installation, networking, training for faculty, and annual maintenance. Members observed that the initiative would strengthen digital learning, improve classroom interaction, and 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 committee discussed strengthening digital financial record management, conducting quarterly budget utilization reviews, and encouraging departments to optimize resource utilization. The members also recommended periodic monitoring of expenditure to ensure financial transparency and effective implementation of institutional development plans.

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

Vignan's Institute of Management & Technology for Women
(An Autonomous Institution)

Members Present:

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

PRINCIPAL

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