



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/00/2025-26/05/01

Date: 10/07/2025

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 2025-26.

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

Copy to: All the members of Finance Committee

Vignan's Institute of Management & Technology
Kondapur (V), Ghatkesar (M), Medchal-Malkajgiri (D) - 501 301
Telangana State

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



CIRCULAR

All IQAC committee members are informed that the meeting for the Academic Year **2025–2026** will be held on 21-03-26 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 16th Sep 2025.
2. Action taken on previous minutes of meeting.
3. Approval of Annual Budget Proposals (FY 2026–2027).
4. Finalization of Audited Accounts (FY 2025–2026).
5. Budget Planning for a Graduation Day.
6. Any other point with the permission of the Chair.

PRINCIPAL

Principal

Vignans 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 March 21, 2026

AGENDA

1. Confirmation of the previous Finance Committee minutes of the meeting held on 16th Sep 2025.
2. Action taken on previous minutes of meeting.
3. Approval of Annual Budget Proposals (FY 2026–2027).
4. Finalization of Audited Accounts (FY 2025–2026).
5. Budget Planning for a Graduation Day.
6. 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	

PRINCIPAL

Copy to: All the members of Finance Committee.

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

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VMTW /FC/2025-2026/MEETING/2

Date: 21-03-2026

MINUTES OF THE MEETING

The Minutes of the Finance Committee meeting will be held on 21 March 2026, 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 16th September 2025

The Chairperson welcomed all members and placed the minutes of the Finance Committee meeting held on **16th September 2025** before the committee for confirmation. The members reviewed the recorded proceedings and expressed satisfaction with the implementation of the decisions taken. As no modifications were suggested, the minutes were unanimously confirmed.

Agenda Item 2: Action Taken on Previous Minutes of Meeting

The Account Officer presented the Action Taken Report (ATR) highlighting the progress made on the resolutions passed in the previous meeting. The committee noted that the approved departmental procurements, maintenance works, financial monitoring activities, and budget utilization reviews had been completed as planned. Compliance with statutory financial procedures and internal audit recommendations was also reviewed and appreciated.

Agenda Item 3: Approval of Annual Budget Proposals (FY 2026–2027)

The Account Officer presented the proposed Annual Budget for the Financial Year **2026–2027**, prepared after collecting departmental requirements and institutional priorities. The proposal

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included allocations for academic activities, laboratory development, infrastructure improvement, library resources, student welfare initiatives, research activities, faculty development programmes, examination expenses, maintenance, and contingency provisions.

The committee discussed the financial estimates in detail and recommended balanced allocation of available resources while maintaining financial discipline. Members unanimously approved the proposed annual budget with **Annexure-I**.

Agenda Item 4: Finalization of Audited Accounts (FY 2025–2026)

The Account Officer presented the audited financial statements for the Financial Year **2025–2026** along with the audit observations. The committee reviewed the Income & Expenditure Statement, Balance Sheet, Receipts & Payments Statement, and auditor's remarks.

The auditors reported that the financial records were maintained systematically, statutory requirements were complied with, and internal financial controls were satisfactory. Minor observations made during the audit had already been addressed by the administration. The Audited financial statements attached with an **Annexure-II**.

The committee appreciated the finance section for maintaining transparent financial records.

Audited Financial Statements attached in Annexure-II

1. Balance Sheet (FY 2025–2026)
2. Income & Expenditure Statement
3. Receipts & Payments Statement
4. Auditor's Report
5. Compliance Report on Audit Observations

Agenda Item 5: Budget Planning for Graduation Day

The committee discussed the financial requirements for organizing the forthcoming Graduation Day ceremony. Various expenditure components including stage arrangements, certificates and medals, gowns, guest hospitality, printing, photography, videography, cultural activities, refreshments, and contingency expenses were reviewed.

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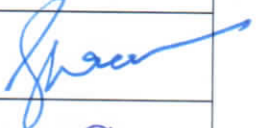
Members suggested adopting cost-effective measures while maintaining the quality and dignity of the event. Necessary financial provisions were approved within the institutional budget.

Agenda Item 6: Any Other Point with the Permission of the Chair

With the permission of the Chair, members discussed strengthening digital financial record management and enhancing periodic monitoring of departmental budget utilization. The committee also emphasized maintaining transparency in procurement processes, timely submission of utilization certificates, and regular review of financial compliance to ensure efficient resource management.

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. Mr. T. Srinivasulu	Professor	Member	
4	Dr. Mr. B. Phijik	Professor	Member	
5	Mrs. V. Rajitha	Senior Accountant	Member	



PRINCIPAL
Principal

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Telangana State



CIRCULAR

All Finance committee members are informed that the meeting for the Academic Year **2025–2026** will be held on 16-09-25 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 12th March 2025.
2. Action taken on previous minutes of meeting.
3. Approval of Audit Statements.
4. Approval of financial sanction powers for the Principal, Heads of Departments, and various institutional committees for procurement and expenditure.
5. Review of Internal Audit observations, procurement procedures, financial transparency, statutory compliance, and preparation of the action plan for the next quarter.
6. To review and approve the annual salary increment proposals for eligible teaching and non-teaching staff.
7. Any other point with the permission of the Chair.

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Telangana State

Copy to: All the members of Finance Committee



Finance Committee Meeting on 16th Sep 2025

AGENDA

1. Confirmation of the previous Finance Committee minutes of the meeting held on 12th March 2025.
2. Action taken on previous minutes of meeting.
3. Approval of Audit Statements.
4. Approval of financial sanction powers for the Principal, Heads of Departments, and various institutional committees for procurement and expenditure.
5. Review of Internal Audit observations, procurement procedures, financial transparency, statutory compliance, and preparation of the action plan for the next quarter.
6. To review and approve the annual salary increment proposals for eligible teaching and non-teaching staff.
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	
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Principal
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Telangana State

Vignan's Institute of Management & Technology for Women

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VMTW /FC/2025-2026/MEETING/1

Date: 16-09-2025

MINUTES OF THE MEETING

The Minutes of the Finance Committee meeting will be held on 16 September 2025, 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 12th March 2025.

The minutes of the previous Finance Committee meeting held on 12th March 2025 were reviewed by the members and confirmed unanimously without any modifications.

Agenda Item 2: Action Taken on Previous Minutes of Meeting

The Action Taken Report was presented by the Sr Account Officer. The committee noted that the resolutions passed during the previous meeting had been implemented satisfactorily, and the remaining activities were progressing as per the approved timeline.

Agenda Item 3: Approval of Audit Statements

The audited financial statements were presented for review. The committee examined the income and expenditure statements, receipts and payments, and balance sheet. After discussion, the audit statements were approved and recommended for submission to the Governing Body. Attached with **Annexure-I**.

Agenda Item 4: Approval of Financial Sanction Powers for the Principal, Heads of Departments, and Various Institutional Committees for Procurement and Expenditure.

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The committee reviewed the proposed financial sanction limits for the Principal, Heads of Departments, and institutional committees. The revised delegation of financial powers was approved & attached with **Annexure-II** to ensure efficient procurement, financial accountability, and timely execution of institutional activities.

Agenda Item 5: Review of Internal Audit Observations, Procurement Procedures, Financial Transparency, Statutory Compliance, and Preparation of the Action Plan for the Next Quarter.

The committee reviewed the internal audit observations and procurement procedures. Members emphasized strict adherence to financial rules, statutory compliance, transparent procurement practices, and proper documentation. An action plan for the next quarter was approved to strengthen financial governance and internal controls.

Agenda Item 6. Review and Approve the Annual Salary Increment Proposals for Eligible Teaching and Non-Teaching Staff

The committee reviewed the salary increment proposals prepared based on employee performance appraisals, service records, and institutional policies. After detailed discussion, the annual salary increments for eligible teaching, and non-teaching staff were approved & attached with an **Annexure-III** and recommended for implementation from the effective date as per the management's approval.

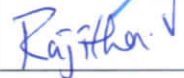
Agenda Item 7: Any Other Point with the Permission of the Chair

The Chair advised all departments to ensure optimum utilization of sanctioned budgets, maintain accurate financial records, and submit expenditure statements periodically. Members also emphasized timely submission of utilization certificates and adherence to financial procedures.

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

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Members Present:

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