



Ref. No. LES/VIIT/PO/2018/08/1

Dt: 23-08-2018

PROCEEDINGS OF THE PRINCIPAL

Sub: VIIT-Reconstitution of Finance Committee -Orders-Issued

Ref: 1. As per the directions of the Governing Body, Finance Committee is formed to oversee the monitor and manage the financial sustainability of the institution.

Ref: 2. Office Proceeding No. VIIT/PO/2018/08 dated 23.08.2018.

RE-CONSTITUTION OF FINANCE COMMITTEE

Finance Committee of the institution shall be the key body which will monitor and manage the financial sustainability of the institution. Finance committee is an advisory body to the Governing Body and reports / recommends from time to time regarding the matters related to budget estimates, income from fees etc. The term of the members of the finance committee will be for two years and shall be reconstituted by the principal.

Functions of the Finance Committee:

The functions of Finance Committee are as follows:

- To monitor and manage the budget estimates relating to the income from fees, etc. collected
- To manage the annual budgets and utilization reports submitted by the individual departments Audited

FINANCE COMMITTEE MEMBERS

The Finance Committee of VIIT is Reconstituted as follow for the Academic Year 2018-19:

S No	Name of the Member	Role	Designation
1.	Dr. Ch. Narasimham	Chairperson	Principal, VIIT(A) Visakhapatnam
2.	Dr V Madhusudhan Rao	Internal Member	Trust Nominee, Rector, VIIT(A), Vizag.
3.	Mr. K. Pavan Krishna	Internal Member	CEO, Vignan's Group of Educational Institutions, Visakhapatnam
4.	Mr. I. Rama Rao	External Member	Auditor, Visakhapatnam.
5.	Mr. Suresh	External Member	Statutory Auditor, Lavu Educational Society, Visakhapatnam.
6.	Mr. S. Suresh	Internal Member	Manager, Account dept. Vignan's Group, Visakhapatnam.
7.	Dr. Ch. Hari Govinda Rao	Member Secretary	Dean Administration, VIIT(A), Visakhapatnam.


Dr. Ch. Narasimham
Principal and Chairperson
VIGNAN'S INSTITUTE OF
Information Technology (A)
Beside: VSEZ, Duvvada, Visakhapatnam-49

Copy to: -

- CEO office
- Rector office
- Administrative Office
- Master file.





VIGNAN'S

INSTITUTE OF INFORMATION TECHNOLOGY
(AUTONOMOUS)

(Approved by AICTE - New Delhi & Affiliated to JNTUK, Kakinada)
Beside VSEZ, Duwada, Vadlapudi Post, Gajuwaka, Visakhapatnam - 530 049.

F.No. VIIT/PO/2018-19/01

11th Sept 2018

NOTICE

THE 18TH MEETING OF FINANCE COMMITTEE OF THE INSTITUTE 2-00pm, Saturday, 15th Sept 2018, the Board Room, AKCNB Hall, VIIT

I am directed to give notice that the 18th Finance Committee Meeting of VIIT for the year 2018-19 will be held at 2-00 PM on Saturday, 15th September 2018 at Board Room, AKCNB Hall, VIIT, Visakhapatnam.

The agenda for the Finance Committee Meeting as follows:

1. Confirm the 17th Financial Committee Meeting this was held on 10th March 2018.
2. Review of the fee status as on 31st Aug 2018
3. Review on budgeted income and actual expenditure till 31-08-2018
4. Review on Budget and Actual amount spent on Non-Recurring Expenditure till 31-08-2018
5. Any other points of members' interest

The Members are requested to kindly attend the Finance Committee Meeting as per the above schedule. Look forward to your participation.

To

- | | | |
|----------------------------|----------|--|
| o Mr. K. Pavan Krishna | - Member | Principal, Vignan's Institute of Information Technology (A), Vizag |
| o Dr V Madhusudhan Rao | - Member | Trust Nominee, Rector, VIIT(A), Vizag. |
| o Mr. S. Suresh | - Member | Manager-Accounts Dept. |
| o Mr. I. Rama Rao | - Member | External Member |
| o Mr. Suresh | - Member | (Nominated by Governing Body) |
| o Dr. Ch. Hari Govinda Rao | - Member | External Member |
| | - Member | Dean of Administration |

Copy to: -

- Administrative Office





VIGNAN's INSTITUTE OF INFORMATION TECHNOLOGY (AUTONOMOUS)

(Approved by AICTE - New Delhi & Affiliated to JNTUK, Kakinada)
Beside VSEZ, Duwada, Vadlapudi Post, Gajuwaka, Visakhapatnam -

Ref. No. VIIT/FC/2018/01

15th Sept 2018

THE 18TH MEETING OF FINANCE COMMITTEE OF THE INSTITUTE 2-00PM, Saturday, 15th Sept 2018, the Board Room, AKCNB Hall, VIIT

The record notes of discussions in the 18th Meeting of Finance Committee held on 15th September 2018, Saturday, at 2-00PM under the chairmanship of Dr. Ch. Narasimham, Chairperson, Finance Committee, VIIT.

Venue: VIIT Board Room, AKCNB Hall, VIIT

AGENDA

1. Confirm the 17th Financial Committee Meeting this was held on 10th March 2018.
2. Review of the fee status as on 31st Aug 2018
3. Review on budgeted income and actual expenditure till 31-08-2018
4. Review on Budget and Actual amount spent on Non-Recurring Expenditure till 31-08-2018
5. Any other points of members' interest

Members Present:

S. No.	Name of the person	Category	Designation	Affiliation
1	Dr. Ch. Narasimham	Chairperson	Principal	VIIT, Visakhapatnam.
2	Mr. K. Pavan Krishna	Management Representative	Chief Executive Officer, Vignan Vizag	Vignan Group, Visakhapatnam Region.
3	Dr. V Madhusudhan Rao	Member	Rector	VIIT, Visakhapatnam.
4	Mr. S. Suresh	Member	Manager-Accounts Dept.	Vignan Group, Visakhapatnam Region.

5	Mr. I. Rama Rao	Member	External Member (Nominated by Governing Body)	Auditor, Visakhapatnam
6	Mr. Suresh	Member	External Member	Statutory Auditor, Lavu Educational Society.
7	Dr. Hari Govinda Rao	Member	Dean of Administration	VIIT Visakhapatnam.

Proceedings:

The record notes of discussions in the 18th Meeting of Finance Committee held on 15th September 2018, Saturday, at 2-00PM under the chairmanship of Dr. Ch. Narasimham, Chairperson, Finance Committee, VIIT. All the above constituent members were present in the meeting and discussed the following action points:

Agenda 01: Confirm the 17th Financial Committee Meeting this was held on 10th March 2018.

The chairman of the finance committee presented the minutes of 17th Finance Committee Meeting and action taken. The members confirmed the same without any comments from the committee members.

Agenda 02: Review of the fee status as on 31st Aug 2018

Chairperson of the meeting formally invited all the members & presented the status of fee collection for the period ending 31st Aug 2018

STATEMENT OF INCOME as on 31-08-2018				
Branch/Dept	Actual as on 31-08-2018	Budgeted FY 2018-19	Gap	Gap (%)
A. INCOME FROM FEE				
TUTION FEE	130354000	375000000	244646000	65.24
MISCELLANEOUS INCOME	1678000	5000000	3322000	66.44

TOTAL	132032000	380000000	247968000	65.25
B. OTHER INCOME				
CONSULTANCY FEE	1100000	4000000	2900000	72.50
TOTAL INCOME	133132000	384000000	250868000	65.33

- a. The members of the committee reviewed the fee status and found that there is a fee due of 65% pending in Tuition Fee by 31st Aug 2018. Chief Executive Officer of Vignan Vizag, Mr. K Pavan Krishna enquired about the reason for the delay in payment of fee. Principal Dr. Ch. Narasimham explained all the root causes and also told that they will be collected completed by 31st Dec 2018. CEO Mr. K Pavan Krishna Given deadline for fee collection by the end of the Dec 2018.
- b. Mr. K Pavan Krishna, CEO has enquired about the status of research incentives to be paid to staff and also instructed to prepare the pending examination remunerations to all the staff.
- c. Principal of VIIT presented the list of eligible students for Means and Merit scholarship for this year and the committee approved the same.
- d. Accounts Manager Mr. S. Suresh discussed about day-to-day scrolls balances and instructed Dean of Administration Dr. Hari Govinda Rao to submit the Invoices within 3 weeks' time.

Agenda 03: Review on budgeted income and actual expenditure till 31-08-2018

The chairperson of the meeting presented a review on budgeted income and expenditure of the year 2017-2018. Members of the committee were expressed their opinions and give valuable comments on the same.

Branch/Dept	Actual	Budgeted
	FY 2017-18	FY 2017-18
TUTION FEE	355685846	360000000
MISCELLANEOUS INCOME	3568457	4000000
TOTAL	359254303	364000000
B. OTHER INCOME		
CONSULTANCY FEE	3458256	3500000
TOTAL	3458256	3500000
TOTAL INCOME	362712559	367500000

Branch/Dept	Actual FY 2017-18	Budgeted FY 2017-18
II. EXPENDITURE		
A.RECURRING EXPENDITURE		
I. SALARIES & OTHER BENEFITS		
SALARIES	144246821	158000000
STAFF WELFARE/MEDICAL AID	3650568	3800000
ESI (EMPLOYER CONTRIBUTION)	750057	800000
PF (EMPLOYER CONTRIBUTION)	1856800	2000000
TOTAL SALARIES	150504246	164600000
II. ADMINISTRATIVE EXPENSES		
Advertisement & Publicities	381568	400000
Affiliation Fee	2805684	3000000
Bank Charges	127457	150000
Books, Papers & Periodicals	986167	1000000
College Maintenance	1546851	2000000
Communication Cost	386468	400000
Computer Maintenance	345727	400000
Depreciation	78944685	80000000
Electricity Charges	8527567	9000000
Functions & Celebrations	1278467	1500000
Insurance Charges	286467	400000
Laboratory Maintenance	1578674	2800000
Office Maintenance	257467	380000
Printing & Stationary	1114678	1200000
Rates & Taxes	6546782	8000000
Repairs & Maintenance (Buildings)	846852	900000
Repairs & Maintenance (Furniture)	646850	700000
Repairs & Maintenance (Others)	556845	600000
Sports Maintenance	84682	90000
Travelling & Conveyance	846857	900000
Transport Charges	213785	300000
R&D Expenses	956827	1000000
Training and development Expenses	3586785	4000000
TOTAL ADMINISTRATIVE EXPENSES	112854192	119120000
TOTAL RECURRING EXPENDITURE	263358438	283720000

Agenda 04: Review on Budget and Actual amount spent on Non-Recurring Expenditure till 31-08-2018

B. NON-RECURRING EXPENDITURE		
A.C.MACHINERY	856857	900000
BUILDINGS	11468513	12000000
COMPUTERS	846851	900000
FURNITURE & FIXTURES	746853	800000
LAB EQUIPMENT	6846923	7200000

LIBRARY BOOKS	3858672	4200000
OFFICE EQUIPMENT	424685	450000
TOTAL NON-RECURRING EXPENDITURE	25049354	26450000
TOTAL EXPENDITURE	288407792	310170000

Agenda 04: Others discussions

The members of the committee discussed about all the budget proposals and approved the following budget.

- Principal of VIIT proposed to AC worth Rs. 8,00,000 for new class rooms and committee recommended the same as proposed. The committee approved for the same.
- Principal of VIIT proposed to Electrical equipment worth Rs. 10,00,000 for new class rooms and committee recommended the same as proposed. The committee approved for the same.
- Principal of VIIT proposed to purchase Furniture worth Rs. 9,00,000 for the office purpose, the committee approved Rs. 8,00,000 for the same.
- Principal of VIIT proposed to Lab equipment worth Rs. 35,00,000 for new class rooms and committee recommended the same as proposed. The committee approved for the same.
- Principal of VIIT proposed to purchase Library Books worth Rs. 7,00,000 for the office purpose, the committee approved for the same.
- Principal of VIIT proposed to office equipment worth Rs. 70,00,000 for staff and committee recommended the same and Approved Rs. 65,00,000 as proposed.
- Principal of VIIT proposed salary increments and CEO Mr. K Pavan Krishna instructed Dean Admin. to prepare the estimated budget for the annual increments.

Concluded remarks:

The chairperson of the meeting extended his vote of thanks to all the members for spending their valuable time.

Member Secretary

Copy to :

- All the members of the committee
- All HOD
- AO

**Principal &
Chairperson of the Finance Committee**

**VIGNAN'S INSTITUTE OF
Information Technology (A)**

Unit: VSEZ, Puttur, Information-49

: For Kind information

: For necessary follow-up action





Ref. No. LES/VIIT/PO/2018-19/02/2

Dt: 23-02-2019

PROCEEDINGS OF THE PRINCIPAL

Sub: VIIT-Reconstitution of Finance Committee -Orders-Issued

Ref: 1. As per the directions of the Governing Body, Finance Committee is formed to oversee the monitor and manage the financial sustainability of the institution.

Ref: 2. Office Proceeding No. VIIT/PO/2019/02 dated 23.02.2019.

RE-CONSTITUTION OF FINANCE COMMITTEE

Finance Committee of the institution shall be the key body which will monitor and manage the financial sustainability of the institution. Finance committee is an advisory body to the Governing Body and reports / recommends from time to time regarding the matters related to budget estimates, income from fees etc. The term of the members of the finance committee will be for two years and shall be reconstituted by the principal.

Functions of the Finance Committee:

The functions of Finance Committee are as follows:

- To monitor and manage the budget estimates relating to the income from fees, etc. collected
- To manage the annual budgets and utilization reports submitted by the individual departments Audited

FINANCE COMMITTEE MEMBERS

The Finance Committee of VIIT is Reconstituted as follow for the Academic Year 2018-19:

S No	Name of the Member	Role	Designation
1.	Dr. B. Arundhati	Chairperson	Principal, VIIT(A) Visakhapatnam
2.	Dr V Madhusudhan Rao	Internal Member	Trust Nominee, Rector, VIIT(A), Vizag.
3.	Mr. K. Pavan Krishna	Internal Member	CEO, Vignan's Group of Educational Institutions, Visakhapatnam
4.	Mr. I. Rama Rao	External Member	Auditor, Visakhapatnam.
5.	Mr. Suresh	External Member	Statutory Auditor, Lavu Educational Society, Visakhapatnam.
6.	Mr. S. Suresh	Internal Member	Manager, Account dept. Vignan's Group, Visakhapatnam.
7.	Mr. R. Sundararamam	Member Secretary	Dean Administration, VIIT(A), Visakhapatnam.


Dr. Arundhati
Principal and Chairperson
VIGNAN'S INSTITUTE OF
Information Technology (A)
Beside: VSEZ, Duvvada, Visakhapatnam-49

Copy to: -

- CEO office
- Rector office
- Administrative Office
- Master file.





VIGNAN'S

INSTITUTE OF INFORMATION TECHNOLOGY
(AUTONOMOUS)

(Approved by AICTE - New Delhi & Affiliated to JNTUK, Kakinada)
Beside VSEZ, Duvvada, Vadlapudi Post, Gajuwaka, Visakhapatnam - 530 049.

F.No. VIIT/PO/2018-19/02

5th March 2019

NOTICE

THE 19TH MEETING OF FINANCE COMMITTEE OF THE INSTITUTE
2-00pm, Saturday, 9th March 2019, the Board Room, AKCNB Hall, VIIT

I am directed to give notice that the 19th Finance Committee Meeting of VIIT for the year 2018-19 will be held at 2-00PM on Saturday, 9th March 2019 at Board Room, AKCNB Hall, VIIT, Visakhapatnam.

The agenda for the Finance Committee Meeting as follows:

1. Confirm the 18th Financial Committee Meeting this was held on 15th September 2018.
2. Review of the FEE status for the period ending 31-12-2018
3. Budget proposals by Chairman of the finance committee for the year 2019-20
4. Review on Budget proposals for the year 2019-20
5. Any other points of members' interest

The Members are requested to kindly attend the Finance Committee Meeting as per the above schedule.

Look forward to your participation.

To

- | | | |
|------------------------|----------|--|
| ○ Mr. K. Pavan Krishna | - Member | Chief Executive Officer, Vignan Vizag |
| ○ Dr V Madhusudhan Rao | - Member | Trust Nominee, Rector, VIIT(A), Vizag. |
| ○ Mr. S. Suresh | - Member | Manager-Accounts Dept. |
| ○ Mr. I. Rama Rao | - Member | External Member |
| ○ Mr. Suresh | - Member | (Nominated by Governing Body) |
| ○ Mr. R. Sundararamam | - Member | External Member |
| | | Dean of Administration |

Copy to :-

- Administrative Office



PRINCIPAL
VIGNAN'S INSTITUTE OF
Information Technology (A)
Reside: VSEZ, Duvvada, Visakhapatnam-49



VIGNAN's

INSTITUTE OF INFORMATION TECHNOLOGY
(AUTONOMOUS)

(Approved by AICTE - New Delhi & Affiliated to JNTUK, Kakinada)
Beside VSEZ, Duwada, Vadlapudi Post, Gajuwaka, Visakhapatnam -

Ref. No. VIIT/FC/2018/02

9th Mar 2019

THE 19th MEETING OF FINANCE COMMITTEE OF THE INSTITUTE
2-00PM, Saturday, 9th March 2019, the Board Room, AKCNB Hall, VIIT

The record notes of discussions in the 19th Meeting of Finance Committee held on 9th March 2019, Saturday, at 2-00 PM under the chairmanship of Dr. B. Arundhati, Chairperson, Finance Committee, VIIT.

Venue: VIIT Board Room, AKCNB Hall, VIIT

AGENDA

1. Confirm the 18th Financial Committee Meeting this was held on 15th September 2018.
2. Review of the FEE status for the period ending 31-12-2018
3. Budget proposals by Chairman of the finance committee for the year 2019-20
4. Review on Budget proposals for the year 2019-20
5. Any other points of members' interest

Members Present:

S.No.	Name of the	Category	Designation	Affiliation
1	Dr. B. Arundhati	Chairperson	Principal	VIIT, Visakhapatnam.
2	Mr. K. Pavan Krishna	Management Representative	Chief Executive Officer, Vignan Vizag	Vignan Group, Visakhapatnam Region.
3	Dr V Madhusudhan Rao	Member	Rector	VIIT, Visakhapatnam.
4	Mr. S. Suresh	Member	Manager- Accounts Dept.	Vignan Group, Visakhapatnam Region.
5	Mr. I. Rama Rao	Member	External Member (Nominated by Governing Body)	Auditor, Visakhapatnam

6	Mr. Suresh	Member	External Member	Statutory Auditor, Lavu Educational Society.
7	Mr. R. Sundararamam	Member	Dean of Administration	VIIT Visakhapatnam.

Proceedings:

The record notes of discussions in the 19th Meeting of Finance Committee held on 9th March 2019, Saturday, at 2-00PM under the chairmanship of Dr. B. Arundhati, Chairperson, Finance Committee, VIIT. All the above constituent members were present in the meeting and discussed about the following agenda points:

Agenda 01: Confirm the 18th Financial Committee Meeting this was held on 15th September 2018.

The chairman of the finance committee presented the minutes of 18th Finance Committee Meeting and action taken. The members confirmed the same without any comments from the committee members.

Agenda 02: Review of the FEE status for the period ending 31-12-2018

Chairperson of the meeting formally invited all the members & presented the status of fee collection for the period ending 31st Dec 2018.

STATEMENT OF INCOME for the period Ending 31-12-2018				
Branch/Dept	Actual collected	Budgeted FY 2019-20	Fee dues	Fee dues in %
A. INCOME FROM FEE				
TUTION FEE	310354000	386000000	64646000	17.24
MISCELLANEOUS INCOME	4578000	5000000	422000	8.44
TOTAL	314932000	380000000	65068000	17.12
B. OTHER INCOME				
CONSULTANCY FEE	3100000	4000000	900000	22.50
TOTAL OTHER INCOME	3100000	4000000	900000	22.50
TOTAL INCOME	318032000	384000000	65968000	17.18

- The members of the committee enquired about the reason for fee backlogs. Found that there is 17% of fee dues not yet collected till now.

Asked Dean Admin., Mr. R. Sundararamam has explained all the causes for delay in payment of Fee. CEO, Mr. K Pavan Krishana has instructed accounts team to focus on fee collection and given deadline for the dues for 2 Months.

- b. Advised Principal of VIIT to identify the means of other consultancies with nearby industries.
- c. Principal of VIIT said that there are 64 students were applied for Means scholarship this year and selected 31 students for this scheme. It is also one of the reasons for not paying fee one-time.

Agenda 03: Budget proposals by Chairman of the finance committee for the year 2019-20

Each department is prepared an annual budget for the AY 2019-20 and subsequently, Chairperson of the Meeting, Dr. B Arundhati presented the following Budget proposals for the year 2019-20. The members of the committee enquired all the individual proposals and approved the following budget for the year 2019-20.

Branch/Dept	Proposed Budgeted	Approved Budgeted
	FY 2019-20	FY 2019-20
A. INCOME FROM FEE		
TUTION FEE	380000000	380000000
MISCELLANEOUS INCOME	6000000	6000000
TOTAL	386000000	386000000
B. OTHER INCOME		
CONSULTANCY FEE	5000000	5000000
TOTAL	5000000	5000000
TOTAL INCOME	391000000	391000000
II. EXPENDITURE		
A.RECURRING EXPENDITURE		
I. SALARIES & OTHER BENEFITS		
SALARIES	170000000	165000000
STAFF WELFARE/MEDICAL AID	5000000	4500000
ESI (EMPLOYER CONTRIBUTION)	1000000	1000000
PF (EMPLOYER CONTRIBUTION)	4000000	4000000
TOTAL SALARIES	180000000	174500000
II. ADMINISTRATIVE EXPENSES		
Advertisement & Publicities	600000	500000
Affiliation Fee	5000000	4500000
Bank Charges	500000	400000
Books, Papers & Periodicals	2000000	1500000
College Maintenance	4000000	3500000
Communication Cost	600000	500000
Computer Maintenance	700000	700000

Depreciation	92000000	84000000
Electricity Charges	12000000	11000000
Functions & Celebrations	3000000	2800000
Insurance Charges	700000	670000
Laboratory Maintenance	4000000	3800000
Office Maintenance	500000	450000
Printing & Stationary	2000000	1500000
Rates & Taxes	12000000	10000000
Repairs & Maintenance (Buildings)	1500000	1200000
Repairs & Maintenance (Furniture)	2000000	1200000
Repairs & Maintenance (Others)	2000000	1500000
Sports Maintenance	300000	250000
Travelling & Conveyance	2000000	1700000
Transport Charges	500000	420000
R&D Expenses	1400000	1200000
Training and development Expenses	5000000	4800000
TOTAL ADMINISTRATIVE EXPENSES	154300000	138090000
TOTAL RECURRING EXPENDITURE	334300000	312590000
B. NON-RECURRING EXPENDITURE		
A.C.MACHINERY	2000000	1700000
BUILDINGS	17000000	15000000
COMPUTERS	1100000	1100000
FURNITURE & FIXTURES	1200000	1200000
LAB EQUIPMENT	9000000	9000000
LIBRARY BOOKS	6000000	6000000
OFFICE EQUIPMENT	550000	550000
TOTAL NON-RECURRING EXPENDITURE	36850000	34550000
TOTAL OF EXPENDITURE	371150000	347140000

Agenda 04: Review on Budget proposals for the year 2019-20

- The chairperson of the meeting presented budget for the year 2019-20. Explained about the all the individual proposed budgets. Specially, in order to increase the additional revenue, the principal of VIIT said that there is a plan to get consultancy of Rs. 11,00,000. The members of the committee enquired all the individual proposals and approved the following budget for the year 2019-20.
- Principal of VIIT stressed upon the electrical charges and it may be increased by Rs. 16,00,000 annually for FY 2019-20. The committee also agreed the same.
- Principal of VIIT proposed Annual college fest and expected budget of Rs. 20,00,000. The committee reviewed the same and approved Rs. 18,00,000.

- d. Principal of VIIT proposed additional Lab maintenance cost of Rs. 6,00,000 and the committee approved the same.
- e. Principal of VIIT proposed to purchase new furniture worth Rs. 4,00,000. The committee enquired about the need and recommended Rs. 3,00,000 budget this year.
- f. Principal of VIIT proposed to purchase Sports equipment worth Rs. 4,00,000 and committee recommended the same.
- g. Principal of VIIT proposed to purchase Library books worth Rs. 12,00,000 and committee recommended Rs. 10,00,000.
- h. Principal of VIIT proposed to construct New class rooms for B.Tech. students worth Rs. 30,00,000 and committee recommended Rs. 26,00,000.

Agenda 05: Others discussions

- a. Principal of VIIT proposed salary increment worth Rs. 18,00,000 per annum. The committee reviewed the possibilities. Informed to principal to prepare the proposal and submit the same to GB meeting.
- b. CEO, Mr. K Pavan Krishna enquired about Funding Projects and possible schemes of funding agencies and informed to principal to submit the report within 10 days.
- c. Accounts Manager, Mr. S. Suresh discussed about day-to-day Bills mobility to the Head Office and instructed to Dean of Administration to submit the bills on time.

Concluded remarks:

After review of all the components, the chairperson of the meeting extended her thanks to all the members for spending their valuable time and proposed his vote of thanks.

Member Secretary

**Principal &
Chairperson of the Finance Committee of
Information Technology (A)**
Beside: VSEZ, Duvvada, Visakhapatnam-49

Copy to :

- All the members of the committee : For kind information
- All HOD : For Kind information
- AO : For necessary follow-up action

