

FINANCE COMMITTEE-2024-25

Purpose

To oversee the financial health and integrity of the institution by ensuring prudent financial planning, effective budget management, strict compliance with statutory regulations, and transparent oversight of all income and expenditure.

Functions

- Prepare, review, and approve the annual budget for the institution
- Monitor income and expenditure against the approved budget
- Scrutinize and recommend capital expenditure proposals
- Ensure optimal utilization of financial resources
- Review financial policies and procedures for efficiency and compliance
- Oversee investments and management of institutional funds
- Approve extraordinary expenditures beyond delegated powers
- Ensure timely and accurate financial reporting and audit compliance

Objectives

- **Fiscal Responsibility:** Ensure the institution operates within a balanced and sustainable budget.
- **Strategic Allocation:** Direct financial resources towards strategic goals and priorities.
- **Financial Compliance:** Adhere to all UGC, government, and internal financial rules and regulations.
- **Transparency & Accountability:** Maintain transparent processes for all financial decisions and transactions.
- **Risk Management:** Identify and mitigate financial risks to the institution.
- **Infrastructure Development:** Plan and approve funding for critical infrastructure and capital projects.

Committee Composition

S. No.	Name	Designation	Role in Committee
1	Dr. Ch. Mallikarjun	Principal	Chairman
2	Mrs. P.V. Padmavathi	Administrative Officer	Member
3	Mr.M.Koti Reddy	Finance Officer	Convener
4	Dr.K.Sreekar Chand	HOD -CE & IQAC	Member
5	Mr. A. Venkat Reddy	Management Representative Person	Member

Meeting Frequency

- **Bi-Annual Meetings:** One at the start of the academic year for budget approval and one mid-year for review.
- **Special Meetings:** Convened as required for urgent financial approvals.

Reporting & Documentation

- **Minutes of Meeting (MoM):** Recorded for every meeting with all financial decisions.
- **Annual Budget Document:** Detailed income and expenditure estimates.
- **Financial Review Reports:** Quarterly or Half-yearly financial performance against budget.
- **Audit Reports:** Internal and statutory audit observations and action taken reports.
- **Capital Expenditure Proposals:** Detailed proposals for major purchases or projects.

Principal
A.M. REDDY MEMORIAL COLLEGE OF
ENGINEERING & TECHNOLOGY
PETLURIVARI PALEM
Narasaraopet (Mdl), Guntur(Dt.,