

Counselling Code : MTEC

Estd : 1999

JNTUH College Code : 86



## MOTHER THERESSA COLLEGE OF ENGINEERING & TECHNOLOGY

(Approved by A.I.C.T.E, New Delhi & Affiliated to J.N.T.U Hyderabad)

P.P.Colony (Po.), Peddabonkuru (Vill), PEDDAPALLI (Mdl. & Dist.) - 505174, Telangana State.

Website : www.mtec86.ac.in E-mail: mtec.86@gmail.com Contact : +91 9849472523, +91 9542709545, +91 9989959556.

Cr.No /MTCET/OFFICE ORDER/A.Y-2019-20

Date: 01-06-2019

FINANCE COMMITTEE

### OFFICE ORDER

The Finance Committee presents the financial implications and the audit report to the Governing Body. It also serves as an advisory team, which would offer sagacious suggestions to the Governing Body to use the funds with discretion.

**Objective:** To ensure proper utilization of funds.

#### **Roles and Responsibilities:**

- The annual accounts and financial estimates of the Institute shall be placed before the Finance Committee for scrutiny and thereafter submitted to the Governing Body together with the comments of the Finance Committee for approval.
- The Finance Committee shall fix limits of the total recurring expenditure and the total non-recurring expenditure for the year based on the income and resources of the Institute. No expenditure shall be incurred by the Institute in excess of the limits so fixed.
- No expenditure other than that provided in the budget shall be incurred by the Institute without the approval of the Finance Committee.
- To provide the financial estimates in respect of building and other infrastructural facilities that are planned to be provided based on the recommendations of the Institute Development Committee.
- Estimates the income from fees and other sources
- Estimates the fund received from UGC/AICTE/any other funding agency
- Prepares plan of expenditure for running of the institution on day-to-day basis
- Scrutinizes the budget submitted by the different departments and monitor the utilization of the Departments budget.
- Proposes the budget for the financial year for the departments and the institute.
- To consider audited accounts of the Institute and submit the audited accounts to GB.



*[Handwritten Signature]*  
PRINCIPAL  
MOTHER THERESSA  
College of Engineering & Technology  
PEDDAPALLI-505 174.

To make recommendations to the Governing Body for the following to:

- Advise the Governing Body on all financial matters.
- To scrutinize the budget submitted by the different departments and monitor the utilization of department budget
- Propose the budget for the financial year for the departments and institute.

The following are the Members for FINANCE COMMITTEE for the Academic Year 2019-20

S.No.	Name of The staff	Department	Designation	Position
1	Dr.Yalla Venkateswarlu	CSE	Principal	Chairman
2	Dr.V.Ashok Kumar	MECH	Professor	Coordinator
3	Dr.N.Bhaskar	MBA	Professor	Member
4	A.Shashikanth	Admin	Administrative officer	Member
5	P.Pavan Kumar	Accounts	Accountant	Member
6	MD.Zaheeruddin	Mech	Asst.Professor	Member



*Y. Venkateswarlu*  
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Cr.No /MTCET/CIRCULAR/A.Y-2019-20

Date: 01-06-2019

### CIRCULAR

This is to inform you that a Finance Committee meeting has been scheduled to discuss and deliberate on important financial matters on 04-06-2019. Your presence and active participation are crucial for the success of this meeting.

#### Agenda:

1. To prepare budget estimates of individual departments and institutional budget estimates for the year 2018-19.
2. To prepare proposals for recruitment of faculty for the academic year 2018-19.

Your cooperation is highly appreciated.

Thank you and we look forward to your active participation in the Finance Committee meeting.

Dr.V.Ashok Kumar

(Coordinator)

Copy to:

1. Chairman
2. All HoDs for information to staff members
3. All members of the Committee

Principal

(Dr. Yalla Venkateswarlu)

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Cr.No /MTCET/R&D/A.Y-2019-20

Date: 04-06-2019

### Attendance of Members of Finance Committee

The following are the Members for FINANCE COMMITTEE for the Academic Year 2019-20

Members Attended

S.No.	Name of The staff	Department	Designation	Position	Signature
1	Dr.Yalla Venkateswarlu	CSE	Principal	Chairman	
2	Dr.V.Ashok Kumar	MECH	Professor	Coordinator	
3	Dr.N.Bhaskar	MBA	Professor	Member	
4	A.Shashikanth	Admin	Administrative officer	Member	
5	P.Pavan Kumar	Accounts	Accountant	Member	
6	MD.Zaheeruddin	Mech	Asst.Professor	Member	



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Cr.No /MTCET/A.Y-2019-20/MOM

Date: 04-06-2019

### Minutes of Meeting of Finance Committee

The meeting of the Finance Committee was held on 04-06-2019 at 04.00PM.

The meeting commenced with welcome by Finance committee chairman. Further the Principal was addressed various issues to be considered before taking up the agenda. After this the agenda was taken up for discussion.

1. The committee members discussed and prepared the budget estimation of individual departments and the Institutional Budget for the year 2019-20.
2. The committee members prepared the proposals for the recruitment of new faculty according to the AICTE for the academic year 2019-20.

Dr.V.Ashok Kumar

(Coordinator)

Copy to:

1. Chairman
2. All HoDs for information to staff members
3. All members of the Committee

  
Principal

(Dr. Yalla Venkateswarlu)  
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MTCET/OFFICE ORDER/A.Y-2019-20

Date: 02-12-2019

### FINANCE COMMITTEE

### OFFICE ORDER

The Finance Committee presents the financial implications and the audit report to the Governing Body. It also serves as an advisory team, which would offer sagacious suggestions to the Governing Body to use the funds with discretion.

**Objective:** To ensure proper utilization of funds.

#### **Roles and Responsibilities:**

- The annual accounts and financial estimates of the Institute shall be placed before the Finance Committee for scrutiny and thereafter submitted to the Governing Body together with the comments of the Finance Committee for approval.
- The Finance Committee shall fix limits of the total recurring expenditure and the total non-recurring expenditure for the year based on the income and resources of the Institute. No expenditure shall be incurred by the Institute in excess of the limits so fixed.
- No expenditure other than that provided in the budget shall be incurred by the Institute without the approval of the Finance Committee.
- To provide the financial estimates in respect of building and other infrastructural facilities that are planned to be provided based on the recommendations of the Institute Development Committee.
- Estimates the income from fees and other sources
- Estimates the fund received from UGC/AICTE/any other funding agency
- Prepares plan of expenditure for running of the institution on day-to-day basis
- Scrutinizes the budget submitted by the different departments and monitor the utilization of the Departments budget.
- Proposes the budget for the financial year for the departments and the institute.
- To consider audited accounts of the Institute and submit the audited accounts to GB.



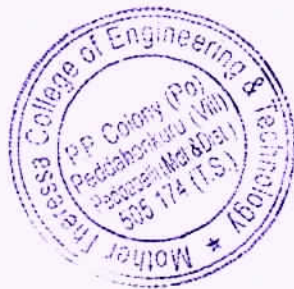
*[Handwritten Signature]*  
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To make recommendations to the Governing Body for the following to:

- Advise the Governing Body on all financial matters.
- To scrutinize the budget submitted by the different departments and monitor the utilization of department budget
- Propose the budget for the financial year for the departments and institute.

The following are the Members for FINANCE COMMITTEE for the Academic Year 2019-20

S.No.	Name of The staff	Department	Designation	Position
1	Dr.Yalla Venkateswarlu	CSE	Principal	Chairman
2	Dr.V.Ashok Kumar	MECH	Professor	Coordinator
3	Dr.N.Bhaskar	MBA	Professor	Member
4	A.Shashikanth	Admin	Administrative officer	Member
5	P.Pavan Kumar	Accounts	Accountant	Member
6	MD.Zaheeruddin	Mech	Ast.Professor	Member



*Yccccw*  
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Cr.No./MTCET/CIRCULAR/A.Y-2019-20

Date: 02-12-2019

### CIRCULAR

This is to inform you that a Finance Committee meeting has been scheduled to discuss and deliberate on important financial matters on 04-12-2019. Your presence and active participation are crucial for the success of this meeting.

Agenda:

1. Approval of Annual accounts together with audit report
2. Discussion on various expenses

Your cooperation is highly appreciated.

Thank you and we look forward to your active participation in the Finance Committee meeting.

Dr.V.Ashok Kumar

(Coordinator)

Copy to:

4. Chairman
5. All HoDs for information to staff members
6. All members of the Committee

Principal

(Dr. Yalla Venkateswarlu)  
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Cr.No./MTCET/R&D/A.Y-2019-20

Date: 04-12-2019

### Attendance of members of Finance committee

The following are the Members for Finance Committee for the Academic Year 2019-20

#### Members Attended

S.No.	Name of The staff	Department	Designation	Position	Signature
1	Dr.Yalla Venkateswarlu	CSE	Principal	Chairman	
2	Dr.V.Ashok Kumar	MECH	Professor	Coordinator	
3	Dr.N.Bhaskar	MBA	Professor	Member	
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Cr.No/MTCET/MOM/A.Y-2019-20/MOM

Date: 04-12-2019

### Minutes of Meeting of Finance Committee

The meeting of the Finance Committee was held on 04-12-2019 at 10.00AM.

The meeting commenced with welcome by Finance committee chairman. Further the Principal was addressed various issues to be considered before taking up the agenda. After this the agenda was taken up for discussion.

3. The review has been done by the committee members and finalised annual accounts together with audit reports.
4. Discussion has been taken place on various expenses.

Dr.V.Ashok Kumar

(Coordinator)

Copy to:


4. Chairman
5. All HoDs for information to staff members
6. All members of the Committee

  
Principal

(Dr. Yalla Venkateswarlu)

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