



# MARRI LAXMAN REDDY INSTITUTE OF TECHNOLOGY AND MANAGEMENT

(AN AUTONOMOUS INSTITUTION)

(Approved by AICTE, New Delhi & Affiliated to JNTUH, Hyderabad)

Accredited by NBA and NAAC with 'A' Grade & Recognized Under Section 2(f) & 12(B) of the UGC act, 1956

Date: 25.01.2024

## CIRCULAR

It is proposed to conduct finance committee meeting for the academic year 2023-2024 on 29.01.2024 at 03.00 pm in board room. All the members are requested to attend the meeting.

### Agenda

1. Confirmation of minutes of the finance committee meeting held on 29.07.2023.
2. Action taken Report on the minutes of the meeting of the finance committee
3. Request for submission of utilization certificates for the academic year 2023-2024.
4. Consideration of Annual accounts together with audit report for the financial year 2023-2024.
5. Budget allocation for Elysium 2024.

*for K. K. Reddy*  
PRINCIPAL

The following members attended the meeting.

- |   |                      |                          |
|---|----------------------|--------------------------|
| 1 | Dr.R. Murali Prasad, | Principal, Chairman      |
| 2 | Dr.Babuji            | Jntuh University Nominee |
| 3 | Mr.S.M.Hussain       | Accountant               |
| 4 | Dr.K.Veeraiah        | Member                   |
| 5 | Dr.K.Niranjan        | Member                   |

**Agenda**

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At the outset, the meeting commenced with welcome remarks by Dr. R. Murali Prasad, chairman Finance committee, placed the agenda items one by one as detailed below.



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**Minutes of the Finance Committee Meeting Held on 29.01.2024**

**Item No. 01 Confirmation of the minutes of the finance committee meeting held on 29.07.2023**

The minutes of the finance committee meeting were circulated to all the members. The comments received have been incorporated and placed for confirmation.

**Resolution:** The minutes of Finance committee held on 29th July 2023 are confirmed.

**Item No. 03 Request for submission of utilization certificates for the academic year 2023-24.**

The committee decided that the budget proposals for the academic year 2024-25 could not be finalized without verifying the utilization certificates of previous year. So, the committee requested the principal to instruct different academic and administrative heads to submit utilization certificates for the financial year 2023-2024 by 25th April 2024.

**Resolution:** The committee requested for utilization certificates for the financial year 2023-24.

**Item No. 04 Consideration of Annual accounts together with audit report for the financial year 2023-2024.**

The chairman stated that the Annual accounts together with audit report for the financial year 2023-24 are prepared as per prescribed format. Clarifications whenever sought were provided. The annual reports are approved.

**Resolution:** The committee members ratified the annual accounts approved by the chairman, finance committee.

**Item No. 05 Budget allocation for Annual Day Elysium 2024.**

The Principal stated that the college Annual Da-Elysium are to be organized in this month on 18th, in this regard after careful examination of the details submitted by the organizing committees the finance committee accepted the budget.

**Resolution:** The committee accepted the estimated expenditure and ratified the item no. 05

  
PRINCIPAL