

# **ALVA'S INSTITUTE OF ENGINEERING AND TECHNOLOGY**

Shobhavana Campus, Mijar – 574225, Moodbidri.  
Dakshina Kannada Karnataka, India.



**ALVA'S**  
Education Foundation®

## **Proceedings of Finance and Purchase** **Committee**

Date: 05/07/2023

(Academic year: 2023 – 24)



# Alva's Institute of Engineering & Technology

Shobhavana Campus, Mijar, Moodbidri, D.K - 574225

Phone: 08258-262725, Fax: 08258-262726

## CONTENTS

Sl. No.	Descriptions
1.	List of Finance and Purchase committee members
2.	Circular sent to the members about the meeting along with agenda
3.	Attendance sheet
4.	Minutes of the meeting
5.	Annexure



# ALVA'S INSTITUTE OF ENGINEERING & TECHNOLOGY

(A Unit of Alva's Education Foundation @, Moodbidri)


Affiliated to Visvesvaraya Technological University, Belagavi

Approved by AICTE, New Delhi & Recognised by Government of Karnataka

Accredited by NAAC with A+ Grade and NBA (CSE & ECE)

## Finance and Purchase committee Members (July 2023)

Sl. No.	Name and Address	Position Held
1.	<b>Dr. M Mohan Alva</b> Chairman Alva's Education Foundation @, Moodbidri.	Chairman
2.	<b>Mr. Vivek Alva</b> Managing Trustee Alva's Education Foundation @, Moodbidri.	Managing Trustee
3.	<b>Dr. Peter Fernandes</b> Principal, AIET, Mijar.	Member-Secretary
4.	<b>Mr. Mohan N B</b> Purchase Officer, Alva's Education Foundation@	Member
5.	<b>Mr. Shantharam Kamath</b> Finance Officer, Alva's Education Foundation@	Member
6.	<b>Mr. Nikhil Alva</b> Administrative officer, AIET, Mijar	Member
7.	<b>Dr. Manjunath Kotari</b> HOD, CSE, AIET, Mijar.	Member
8.	<b>Dr. Sudhir Shetty</b> HOD, ISE, AIET, Mijar.	Member
9.	<b>Dr. Siddesh G K</b> HOD, ECE, AIET, Mijar.	Member
10.	<b>Dr. Ajith Hebbar</b> HOD, Civil Engg	Member
11.	<b>Dr. Satyanarayan</b> HOD, Mech. Engg, AIET, Mijar.	Member
12.	<b>Prof. Harish Kunder</b> HOD, AIML, AIET, Mijar	Member
13.	<b>Dr. Shashikumar</b> HoD, Agriculture Engg., Mijar	Member
14.	<b>Prof. Venugopal</b> HoD, CSD, AIET, Mijar	Member
15.	<b>Dr. Ravikumar C</b> HOD, Chemistry, AIET, Mijar.	Member
16.	<b>Dr. Ramaprasad A T</b> HOD, Physics, AIET, Mijar.	Member
17.	<b>Dr. Pameela Kolake</b> HOD, Mathematics, AIET, Mijar.	Member
18.	<b>Mrs. Priya Sequeira</b> HOD, Dept. of MBA, AIET, Mijar.	Member
19.	<b>Mr. Puneeth</b> Librarian, AIET, Mijar.	Member

  
PRINCIPAL

Alva's Institute of Engg. & Technology

Mijar: MOODBIDRI - 574 225, D.K

Shobhavana Campus, Mijar, Moodbidri -574225, Mangalore, Karnataka, India

08258-262724 (O), 262725 (P)

principalaiet08@gmail.com

www.aiet.org.in



# ALVA'S INSTITUTE OF ENGINEERING & TECHNOLOGY

(A Unit of Alva's Education Foundation @Moodbidri)

Affiliated to Visvesvaraya Technological University, Belagavi

Approved by AICTE, New Delhi & Recognised by Government of Karnataka

Accredited by NAAC with A+ Grade and NBA (CSE & ECE)

Ref: AIET/FP/2022 – 23

Date:01/07/2023

## Invitation

As per the direction of **Dr. M. Mohan Alva**, Chairman, AEF, the finance and purchase committee meeting is convened on **05<sup>th</sup> July, 2023** at AIET campus. On behalf of the management, I request you to attend the finance and purchase committee meeting, being a member of the committee.

Venue : **Board Room**

Date and Time: **05.07.2023, 10.30 AM**

### **Agenda:**

1. Review of the purchase details for 2022 – 23.
2. Approval of the purchase and budget for 2023 – 24.

To,  
Sri.....  
.....  
.....

Principal  
PRINCIPAL

Alva's Institute of Engg. & Technology,  
Mijar. MOODBIDRI - 574 225, D.K





ALVA'S  
Education Foundation®

# ALVA'S INSTITUTE OF ENGINEERING & TECHNOLOGY

(A Unit of Alva's Education Foundation ®, Moodbidri)

Affiliated to Visvesvaraya Technological University, Belagavi

Approved by AICTE, New Delhi & Recognised by Government of Karnataka

Accredited by NBA (CSE & ECE)

Ref: AIET/FP/2022-23

Date: 05/07/2023

## **Minutes of the Finance and Purchase Committee Meeting held on 5<sup>th</sup> July, 2023**

In the absence of Dr. M. Mohan Alva, Chairman, Mr. Vivek Alva, Managing trustee, Alva's Education Foundation, chaired the meeting and thanked all the members for attending the meeting.

Sl. No	Name	Designation	Address	Signature
1.	Mr. Vivek Alva	Managing Trustee	Alva's Education Foundation ®, Moodbidri	
2.	Dr. Peter Fernandes	Member Secretary	Principal, AIET, Mijar	
3.	Mr. Mohan N B	Member	Purchase Officer	
4.	Mr. Shantharam Kamath	Member	Finance Officer	
5.	Mr. Nikhil Alva	Member	Administrative officer AIET, Mijar	
6.	Dr. Manjunath Kotari	Member	HOD, Dept. of CSE	
7.	Dr. Sudhir Shetty	Member	HOD, Dept. of ISE	
8.	Dr. Siddesh G K	Member	HOD, Dept. of ECE	
9.	Dr. Ajith Hebbar	Member	HOD, Dept. of Civil Engg	
10.	Dr. Satyanarayan	Member	HOD, Dept. of Mech. Engg	
11.	Prof. Harish Kunder	Member	HOD, Dept. of AIML	
12.	Prof. Venugopal	Member	HOD, Dept. of CSD	
13.	Dr. Shashikuamr	Member	HOD, Dept. of Agri. Engg.	
14.	Dr. Ravikumar C	Member	HOD, Dept. of Engg. Chemistry	
15.	Dr. Ramaprasad A T	Member	HOD, Dept. of Engg. Physics	
16.	Dr. Prameela Kolake	Member	HOD, Dept. of Mathematics	
17.	Mrs. Priya Sequeira	Member	HOD, Dept. of MBA	
18.	Mr. Puneeth	Member	Librarian, AIET, Mijar	

Dr. Peter Fernandes, Principal & Member Secretary, welcomed all members to the finance and purchase committee meeting.

In the beginning, principal with the help of Mr. Shantharam Kamath, Finance officer, presented the provisional expenditure details incurred for the year 2022 - 23.

As per the IQAC circular dated 17<sup>th</sup> April, 2023 the budget requirement for the year 2023 - 24 is collected from various departments. Along with the department budgets, Principal presented the budget requirement related to infrastructure built-up, library, laboratory equipment, Research and development, placement activities, teaching and non-teaching salary and other consumable items, for the year 2023 - 24 in front of the committee for the approval.

After going through the request submitted by Principal and after detailed discussion with the Principal, committee approved the budget for the academic year 2023 - 24 to procure the various requirements for all the departments, library etc. Also, committee suggested including any expenditure which is necessary for the overall growth of the institute, in the next budget.

Also, it was decided in the meeting that, if the requirement exceeds upto 10% of the total sanctioned budget amount, then no further approval is required. If the requirement exceeds 10% of the total sanctioned budget, then approval is required from the Governing Council.

Meeting was concluded by the member secretary thanking all the members.

  
Principal & Member Secretary  
**PRINCIPAL**  
Alva's Institute of Engg. & Technology,  
Hq. MOOBBIDRI - 574 225, D.K