ALVA'S INSTITUTE OF ENGINEERING AND TECHNOLOGY

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

Proceedings of Finance and Purchase Committee

Date: 10/06/2018

(Academic year: 2018 – 19)

Alva's Institute of Engineering & Technology
Shobhavana Campus, Mijar, Moodbidri, D.K – 574225
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ALVA'S INSTITUTE OF ENGINEERING AND TECHNOLOGY

A Unit of Alva's Education Foundation (R)
(Affiliated to Visvesvaraya Technological University, Belagavi
Approved by AICTE, New Delhi & Recognised by Government of Karnataka)
Shobhavana Campus, Mijar, Moodbidri - 574 225, Mangalore, D.K., Karnataka State.
Phone : 08258-262724 (O), 262725 (P), Telefax:08258-262726
Email : principalaiet08@gmail.com, Web:www.aiet.org.in

FINANCE AND PURCHASE COMMITTEE

Sl. No.	Name and Address	Position Held
1.	**Dr. M Mohan Alva,** Chairman Alva's Education Foundation ®, Moodbidri.	Chairman
2.	**Sri. Vivek Alva** Managing Trustee Alva's Education Foundation ®, Moodbidri.	Managing Trustee
3.	**Dr. Peter Fernandes** Principal, AIET, Mijar.	Member-Secretary
4.	**Sri. Mohan N B** Purchase Officer, Alva's Education Foundation®	Member
5.	**Sri. Shantharam Kamath** Finance Officer, Alva's Education Foundation®	Member
6.	**Prof. Manjunath Kotari** HOD, CSE, AIET, Mijar.	Member
7.	**Prof. Jayanthkumar A Rathod** HOD, ISE, AIET, Mijar.	Member
8.	**Dr. Manjunatha D V** HOD, ECE, AIET, Mijar.	Member
9.	**Dr. Ajith Hebbar** HOD, Civil Engg	Member
10.	**Dr. Harishanand K S** HOD, Mech. Engg, AIET,Mijar.	Member
11.	**Dr. Ravikumar C** HOD, Chemistry, AIET, Mijar.	Member
12.	**Dr. Ramprasad A T** HOD, Physics, AIET, Mijar.	Member
13.	**Prof. Prameela S Konde** HOD, Mathematics, AIET, Mijar.	Member
14.	**Dr. Claret Mendonca** Dept. of MBA, AIET, Mijar.	Member
15.	**Sri Preetham Shetty** Chief Librarian, AIET, Mijar.	Member

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Ref: AIET/Pur/2018-19

Date:05/06/2018

Invitation

As per the directions of **Dr. M. Mohan Alva**, Chairman, AIET, the finance and purchase committee meeting is convened on **10th June, 2018** at AIET premises. On behalf of the management, I, therefore, request you to attend the finance and purchase committee meeting and advice us with your valuable suggestions being a member of the committee.

Venue : **Board Room**

Date and Time: **10/06/2018, 10.30 AM**

Agenda:

1. Review of the purchase details for 2017 – 18.
2. Approval of the purchase and budget for 2018 – 19.

Principal & Member Secretary

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

To,

Sri.....

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Ref: AIET/Pur/2018-19 Date:10/06/2018

FINANCE AND PURCHASE COMMITTEE

Minutes of the Finance and Purchase Committee Meeting held on 10th June, 2018

Dr. M. Mohan Alva, Chairman, **Alva's Education Foundation**, chaired the meeting and thanked all the members attended at the end of the meeting.

Sl No	Name	Designation	Address	Signature
1.	**Dr. M Mohan Alva,**	Chairman	Alva's Education Foundation ®, Moodbidri	
2.	**Sri. Vivek Alva**	Managing Trustee	Alva's Education Foundation ®, Moodbidri	
3.	**Dr. Peter Fernandes**	Member Secretary	Principal	
4.	**Sri. Mohan N B**	Member	Purchase Officer	
5.	**Sri. Shantharam Kamath**	Member	Finance Officer	
6.	**Prof. Manjunath Kotari**	Member	HOD, Dept. of CSE	
7.	**Prof. Jayanthkumar A Rathod**	Member	HOD, Dept. of ISE	
8.	**Dr. Manjunatha D V**	Member	HOD, Dept. of ECE	
9.	**Dr. Ajith Hebbar**	Member	HOD, Dept. of Civil Engg	
10.	**Dr. Harishanand K S**	Member	HOD, Dept. of Mech. Engg	
11.	**Dr. Ravikumar C**	Member	HOD, Dept. of Engg. Chemistry	
12.	**Dr. Ramprasad A T**	Member	HOD, Dept. of Engg. Physics	
13.	**Prof. Prameela S Konde**	Member	HOD, Dept. of Mathematics	
14.	**Dr. Claret Mendonca**	Member	Dept. of MBA	
15.	**Sri Preetham Shetty**	Member	Chief Librarian	

Dr. Peter Fernandes, Principal & Member Secretary, welcomed all members to the finance and purchase committee meeting and briefed about the financial requirements for the academic year 2018 – 19.

Principal presented the budget request received from heads of various departments along with the institute level budget requirement for the academic year 2018 – 19. The consolidated budget request containing various heads, such as infrastructure built-up, library, laboratory equipments, Research and developments, placement activities, teaching and non-teaching salary and other consumable items, is presented in front of the committee for the approval.

Principal, with the assistance of Mr. Shantharam Kamath, Finance Officer, presented the details of the expenditure incurred in the institute for the financial year 2017 – 18 under various heads, such as infrastructure built-up, library, laboratory equipments, Research and developments, placement activities, teaching and non-teaching salary and other consumable items, along with the audit statements.

Committee approved the budget for the academic year 2018 – 19 to procure the various requirements for all the departments, library etc. after going through the records placed before the committee. 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 10% of the total sanctioned budget amount then a Governing Council meeting must be called and the exceeded amount must be approved in the Governing Council meeting.

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

Principal & Member Secretary
Sahyadri's Institute of Engg. & Technology,
Mijar, MANGALORE - 574 225, D.K.