

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

Shobhavana Campus, Mijar – 574225, Moodbidri.

Dakshina Kannada Karnataka, India.



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

**Date: 13/06/2019**

**(Academic year: 2019 – 20)**





# Alva's Institute of Engineering & Technology

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

Phone: 08258-262725, Fax: 08258-262726

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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.	<b>Dr. M Mohan Alva,</b> Chairman Alva's Education Foundation @, Moodbidri.	Chairman
2.	<b>Sri. 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>Sri. Mohan N B</b> Purchase Officer, Alva's Education Foundation@	Member
5.	<b>Sri. Shantharam Kamath</b> Finance Officer, Alva's Education Foundation@	Member
6.	<b>Sri. Nikhil Alva</b> Administrative officer AIET, Mijar	Member
7.	<b>Prof. Manjunath Kotari</b> HOD, CSE, AIET, Mijar.	Member
8.	<b>Prof. Jayanthkumar A Rathod</b> HOD, ISE, AIET, Mijar.	Member
9.	<b>Dr. Manjunatha D V</b> HOD, ECE, AIET, Mijar.	Member
10.	<b>Dr. Ajith Hebbar</b> HOD, Civil Engg	Member
11.	<b>Dr. Harishanand K S</b> HOD, Mech. Engg, AIET, Mijar.	Member
12.	<b>Dr. Ravikumar C</b> HOD, Chemistry, AIET, Mijar.	Member
13.	<b>Dr. Ramprasad A T</b> HOD, Physics, AIET, Mijar.	Member
14.	<b>Prof. Prameela S Konde</b> HOD, Mathematics, AIET, Mijar.	Member
15.	<b>Dr. Claret Mendonca</b> Dept. of MBA, AIET, Mijar.	Member
16.	<b>Sri Preetham Shetty</b> Chief Librarian, AIET, Mijar.	Member





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Ref: AIET/Pur/2019-20

Date:07/06/2019

## Invitation

As per the directions of **Dr. M. Mohan Alva**, Chairman, AIET, the finance and purchase committee meeting is convened on **13<sup>th</sup> June, 2019** 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: **13-06-2019, 10.30 AM**

### **Agenda:**

1. Review of the purchase details for 2018 - 19.
2. Approval of the purchase and budget for 2019 - 20.

To,

Sri.....

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Principal & Member Secretary

**PRINCIPAL**

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





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Date:13/06/2019

## FINANCE AND PURCHASE COMMITTEE

### Minutes of the Finance and Purchase Committee Meeting held on 13<sup>th</sup> June 2019

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, AIET, Mijar	
4.	Sri. Mohan N B	Member	Purchase Officer	
5.	Sri. Shantharam Kamath	Member	Finance Officer	
6.	Sri. Nikhil Alva	Member	Administrative officer AIET, Mijar	
7.	Dr. Manjunath Kotari	Member	HOD, Dept. of CSE	
8.	Prof. Jayanthkumar A Rathod	Member	HOD, Dept. of ISE	
9.	Dr. Manjunatha D V	Member	HOD, Dept. of ECE	
10.	Dr. Ajith Hebbar	Member	HOD, Dept. of Civil Engg	
11.	Dr. Harishanand K S	Member	HOD, Dept. of Mech. Engg	
12.	Dr. Ravikumar C	Member	HOD, Dept. of Engg. Chemistry	
13.	Dr. Ramprasad A T	Member	HOD, Dept. of Engg. Physics	
14.	Prof. Prameela S Konde	Member	HOD, Dept. of Mathematics	
15.	Dr. Claret Mendonca	Member	Dept. of MBA	
16.	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 2019 - 20.

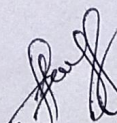
Principal presented the budget request received from heads of various departments along with the institute level budget requirement for the academic year 2019 - 20. The consolidated budget request containing various heads, such as infrastructure built-up, library, laboratory equipments, Research and developments, placement activities, teaching and non-teaching salary and other consumable items, has been 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 2018 - 19 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.

After going through the documents and discussion with the Principal, committee approved the budget for the academic year 2019 - 20 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 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

PRINCIPAL

Alva's Institute of Engg. & Technology,  
Nijor, MOOVEDIRI - 574 225, D.K