

# **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: 08/10/2020**

**(Academic year: 2020 – 21)**





# Alva's Institute of Engineering & Technology

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

Phone: 08258-262725, Fax: 08258-262726

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( Affiliated to Visvesvaraya Technological University, Belagavi

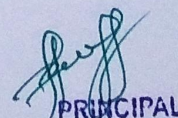
Approved by AICTE, New Delhi & Recognised by Government of Karnataka )  
Shobhavana Campus, Mijar, Moodbidri - 574 225, Mangalore, D.K., Karnataka State.

Phone : 08258-262724 (O), 262725 (P), Telefax:08258-262726

Email : principalaiet08@gmail.com, Web:www.aiet.org.in

## Finance and Purchase committee Members

| Sl. No. | Name and Address  | Position Held    |
|---------|---|------------------|
| 1.      | <b>Dr. M Mohan Alva,</b><br>Chairman<br>Alva's Education Foundation ®, Moodbidri.     | Chairman         |
| 2.      | <b>Mr.Vivek Alva</b><br>Managing Trustee<br>Alva's Education Foundation ®, Moodbidri. | Managing Trustee |
| 3.      | <b>Dr. Peter Fernandes</b><br>Principal, AIET, Mijar.                                 | Member-Secretary |
| 4.      | <b>Mr.Mohan N B</b><br>Purchase Officer,<br>Alva's Education Foundation®              | Member           |
| 5.      | <b>Mr.Shantharam Kamath</b><br>Finance Officer,<br>Alva's Education Foundation®       | Member           |
| 6.      | <b>Mr.Nikhil Alva</b><br>Administrative officer<br>AIET, Mijar                        | Member           |
| 7.      | <b>Dr. Manjunath Kotari</b><br>HOD, CSE, AIET, Mijar.                                 | Member           |
| 8.      | <b>Prof. Jayanthkumar Rathod</b><br>HOD, ISE, AIET, Mijar.                            | Member           |
| 9.      | <b>Dr. Manjunatha D V</b><br>HOD, ECE, AIET, Mijar.                                   | Member           |
| 10.     | <b>Dr. Ajith Hebbar</b><br>HOD, Civil Engg  | Member           |
| 11.     | <b>Dr. Satyanarayan</b><br>HOD, Mech. Engg, AIET,Mijar.                               | Member           |
| 12.     | <b>Dr. Ravikumar C</b><br>HOD, Chemistry, AIET, Mijar.                                | Member           |
| 13.     | <b>Dr. Ramaprasad A T</b><br>HOD, Physics, AIET, Mijar.                               | Member           |
| 14.     | <b>Dr. Prameela Kolake</b><br>HOD, Mathematics, AIET, Mijar.                          | Member           |
| 15.     | <b>Dr. Claret Mendonca</b><br>HOD, Dept. of MBA, AIET, Mijar.                         | Member           |
| 16.     | <b>Mr. Preetham Shetty</b><br>Chief Librarian, AIET, Mijar.                           | Member           |



PRINCIPAL

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





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Ref: AIET/FP/2020 – 21

Date:03/10/2020

## Invitation

As per the directions of **Dr. M. Mohan Alva**, Chairman, AEF, the finance and purchase committee meeting is convened on **8<sup>th</sup> October, 2020** at AIET premises. On behalf of the management, I, request you to attend the finance and purchase committee meeting and advise us with your valuable suggestions being a member of the committee.

Venue : **Board Room**


Date and Time: **08.10.2020, 10.30 AM**

### **Agenda:**

1. Review of the purchase details for 2019 – 20.
2. Approval of the purchase and budget for 2020 – 21.

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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Ref: AIET/FP/2020-21

Date:08/10/2020

## Minutes of the Finance and Purchase Committee Meeting held on 08<sup>th</sup>October, 2020

**Dr. M. Mohan Alva**, Chairman, **Alva's Education Foundation**, chaired the meeting and thanked all the members for attending the meeting.

| Sl No | Name                      | Designation      | Address                                  | Signature |
|-------|---------------------------|------------------|--|-----------|
| 1.    | Dr. M Mohan Alva          | Chairman         | Alva's Education Foundation @, Moodbidri |           |
| 2.    | Mr. Vivek Alva            | Managing Trustee | Alva's Education Foundation @, Moodbidri |           |
| 3.    | Dr. Peter Fernandes       | Member Secretary | Principal, AIET, Mijar                   |           |
| 4.    | Mr. Mohan N B             | Member           | Purchase Officer                         |           |
| 5.    | Mr. Shantharam Kamath     | Member           | Finance Officer                          |           |
| 6.    | Mr. Nikhil Alva           | Member           | Administrative officer AIET, Mijar       |           |
| 7.    | Dr. Manjunath Kotari      | Member           | HOD, Dept. of CSE                        |           |
| 8.    | Prof. Jayanthkumar 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. Satyanarayan          | Member           | HOD, Dept. of Mech. Engg                 |           |
| 12.   | Dr. Ravikumar C           | Member           | HOD, Dept. of Engg. Chemistry            |           |
| 13.   | Dr. Ramaprasad A T        | Member           | HOD, Dept. of Engg. Physics              |           |
| 14.   | Dr. Prameela Kolake       | Member           | HOD, Dept. of Mathematics                |           |
| 15.   | Dr. Claret Mendonca       | Member           | HOD, Dept. of MBA                        |           |
| 16.   | Mr. Preetham Shetty       | Member           | Chief Librarian                          |           |



Dr. Peter Fernandes, Principal & Member Secretary, welcomed all members to the finance and purchase committee meeting. In the beginning, principal explained the reason for the delay in meeting that the institute was closed due to lockdown. The meeting which was supposed to be conducted in the month of May or June, is postponed to October.

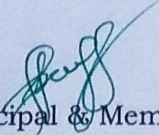
Principal, with the assistance of Mr. Shantharam Kamath, Finance Officer, presented the details of the expenditure incurred in the institute for the financial year 2019 – 20 under various heads, such as infrastructure built-up, library, laboratory equipment, Research and development, placement activities, teaching and non-teaching salary and other consumable items, along with the audit statements.

As per the circular dated 03 August, 2020 (Ref. No: AIET/IQAC/2020-21/01), Heads of various department sent the budget requirement for the academic year 2020 – 21 to principal. Principal presented the consolidated budget requirement containing various heads, such as infrastructure built-up, library, laboratory equipment, Research and development, placement activities, teaching and non-teaching salary and other consumable items, in front of the committee for the approval.

After going through the documents and discussion with the Principal, committee approved the budget for the academic year 2020 – 21 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 more than 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

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