

## Functions of the Committee

- Finance committee meeting is conducted to discuss the budget requirement.
- Requirement of equipment and consumables is collected and consolidated from each department at the end of the even semester.
- Consolidating the budget requirement for submission to the management for approval
- Communicating the budget allocated by the management to the departments.
- Ensuring the completion of purchase and entered in to the stock register.

## Roles and Responsibilities

- Preparing annual operating Budget.
- The Finance Committee will regulate revenue generation from various sources like fees and funds from various organizations.
- To formulate a financial plan for the institution's ongoing day to day operations.
- Setting financial goals and strategies to achieve them.
- Generating reports on audited financial statements.
- To prepare a guideline and process for procurements of materials, equipment and other items for the Institution.
- To regulate the purchases of various Departments and to ensure the procurement of required items as per schedule.
- To call for tender/quotations and scrutinize, items of purchase.
- Ensuring that its expenses remain within the budget allocated.
- To plan proper utilization of resources and fund management.
- To prepare the audit statement at the end of the financial year.

## Committee:

S. No.	Name	Designation	Position
1	Dr. R. Ganesan	Principal	Chairman of the Committee
2	Dr. G. Ra. Gokul	Managing Trustee & Chairman	Co-opted Member
3	Dr . N. Rengarajan	Executive Director	Nominee of the Governing Body
4	Mr . G. Kannan	Manager, Meenakshi Ammal Trust	Co-opted Member
5	Mr. C. Vijayakumar	Chartered Accountant	Co-opted Member