



KASHI INSTITUTE OF PHARMACY

Managed by: JAIN EDUCATION SOCIETY

E-mail: info@kashiit.ac.in. Website: www.kashiip.ac.in 1800-123-321-123

Ref. No. Kashi IP/ Office Order /2023-24/FC/01

Date: - 18/07/2023

OFFICE ORDER

It has been decided to constitute the finance committee of the institute for the session 2023-24. The name of the members is mentioned below. The committee is requested to look on the financial aspects (Allocation/ utilization of fund in various activities) in Kashi IP.

FINANCE COMMITTEE

S.No.	Name	Responsibility
1.	Dr. Ashutosh Mishra	Chairperson
2.	Dr. Vivek Keshari	Member
3.	Mr. M.K Prajapati	Member
4.	Mr. Vinod Kumar Singh	Sr. Accountant



Copy to: -

1. Vice-Chairman
2. Director
3. Registrar
4. IQAC
5. HOD
6. All Concerned

Address: 23 km Milestone, Varanasi-Prayagraj Road, Mirzamurad, Varanasi- 221307 (U.P.)



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Ref. No. Kashi IP /2023-24/FC/02

Date: - 19/07/2023

Notice

Finance Committee Meeting

It is hereby informed to all the members of finance committee that a meeting has been scheduled on 25/07/2023 in the board room at 10:30AM.

AGENDA	
1.	Monitoring the smooth functioning of finance activities
2.	Facilitate audit process, interpret the audit report for the Board, and liaise with the auditors.
3.	Allocation of funds.
4.	Oversight to financial management

So, you all are instructed to be present in this meeting with your views and opinion.



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Minutes of Meeting

GENERAL INFORMATION		
S.No.	HEADER	DETAIL
1.	Meeting Date & Time	25/07/2023 10:30 a.m.
2.	Meeting Location	Board room
3.	Agenda Item	Discuss financial plan
4.	Organiser	KIP
5.	Participants	Dr. Ashutosh Mishra
		Dr. Vivek Keshari
		Mr. M.K Prajapati
		Mr. Vinod Kumar Singh

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ACTIONS TAKEN

1.	Preparation of the Budgets has been done to monitor the placement of funds in right.
2.	Fund allocation for curricular and co-curricular activities.
3.	Fund allocation for the purchasing of books and Journals.
4.	Fund allocation for the purchasing of chemicals, Instruments and Glassware.
5.	Auditors has been appointed for the auditing of the financial reports.



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