P.O: Sukna, Siliguri, Dist.: Darjeeling, PIN: 734 009

## CIRCULAR

## Finance Committee (FC):

51 No. Name		
2. Mr. R.C. Roy	Designation Director	Туре
Will Allert m	HOD (CE)	Chairman
MAIN I R D	HOD (CSE)	Member
Mr. Joydeep Guha     C4 Delaydeep Guha	HOO(EE)	Member
6. CA Dehas		Member
7. Ms. American Basis	Administrator	Member
Ms. Aparajita Roychoudhury     Mr. Kallol Dutta	Financial Advisor	Member
Nation Dutta	Executive- Accounts	Member
Terms of Members The	Sr-Office Assistant-Accounts	Convener

Terms of Members: The terms of the nominated members will be for a period of one year

Meetings: The committee will meet at least two times a year before the BoG meeting for recommending its resolutions to the BoG for consideration. Functions:

- Budget preparation & Finance Planning
- Budget allocation.
- Recommended the Budget to BoG for approval.
- Re-appropriation of funds of different Heads of the Budget with approval of the BoG
- Budget estimates relating to the fees and others sources collected for smooth operation
- Advise the BoG on any matter involving finance.
- Delegation of Financial Power: as per BoG minutes:

SI No. Position  1. Director/Principal 2. Dean of Academics 3. Administrator 4. HoD	Approval Power (Financial) in Rs. / Casi Expenditure authority (impressed cash) in Rs. 5 Lakhs (10 Thousand impressed cash) 20 Thousand (5 Thousand impressed cash) 15 Thousand (2 Thousand impressed cash) 15 Thousand (2 Thousand impressed cash)
---	--

Dr. J. Jhampati

ary 2017

Siliguri Institute of Technology

P.O: Sukna, Siliguri, Dist.: Darjeeling, PIN: 734 009

### **CIRCULAR**

Finance Committee (FC):

All HODs are hereby requested to submit Departmental Budget by  $16^{\rm th}$  January 2017 as per attached Format.

Dr. J. Jhampati

Director

Director

Siliguri Institute of Technology

Date: 9th January 2017

Director
Siliguri Institute of Technolog

P.O: Sukna, Siliguri, Dist.: Darjeeling, PIN: 734 009

Date: 16<sup>th</sup> January 2017

#### Notice

I am directed by the Chairman of the Finance Committee, to draw your kind attention that the Meeting of Finance Committee (FC) of Siliguri Institute of Technology (SIT) will be held on 24<sup>th</sup> 009.

#### Agenda:

- 1. Budget Proposal for the year of 2017-2018
- 2. Any others items with permission of Chair

Kællol Dutta Convener, FC

CC : To all concerned persons

Signi Institute of Technology

P.O: Sukna, Siliguri, Dist.: Darjeeling, PIN: 734 009

## Finance Committee (FC)

#### Attendance Sheet:

SI No.	Name	Docionation	Tunn	Signature
1.	Dr. J. Jhampati	Designation Director	Type Chairman	Signature
2.	Mr. R C Roy	HOD (CE)	Member	Tourse
3.	Mr. Alok Basu	HOD (CSE)	Member	Apres.
4.	Mr. J B Basu	HOD( EE)	Member	MUZ
5.	Mr. Joydeep Guha	Administrator	Member	J.
6.	CA Debabrata Basu	Financial Advisor	Member	Der.
7.	Ms. Aparajita Roychoudhury	Executive- Accounts	Member	APL
8.	Mr. Kallol Dutta	Sr- Office Assistant- Accounts	Convener	Situ



P.O: Sukna, Siliguri, Dist.: Darjeeling, PIN: 734 009

Minutes of the meeting of Finance Committee held on 24<sup>th</sup> January 2017 at 14.00 Hours at Siliguri of Technology, P.O: Sukna, Siliguri, Dist.: Darjeeling, PIN: 734 009 as per Notice dated 16<sup>th</sup> January 2017.

Agenda Item No. -1: Budget Proposal for the year of 2017-2018

All HODs have prepared and submitted the Departmental Budget to the Finance Committee. The Finance Committee has gone through it and scrutinizes the Budget in details.

Few rectifications and modifications have made and finally the Budget is prepared to place the forthcoming BOG meeting for approval.

Dr. J. Jhampati

Director Silguri Institute of Technology

P.O: Sukna, Siliguri, Dist.: Darjeeling, PIN: 734 009

### CIRCULAR

### Finance Committee (FC):

Name		-
	Designation	Туре
Dr. S Ray Chaudhuri		Chairman
Mr. R C Roy		Member
Mr. Alok Basu		Member
Mr. J B Basu		Member
Mr. Joydeep Guha		Member
CA Debabrata Basu		Member
Ms. Aparajita Rovchoudhury		Member
Mr. Kallol Dutta		Convener
	Mr. J B Basu Mr. Joydeep Guha CA Debabrata Basu Ms. Aparajita Roychoudhury	Dr. S Ray Chaudhuri Director Mr. R C Roy HOD (CE) Mr. Alok Basu HOD (CSE) Mr. J B Basu HOD (EE) Mr. Joydeep Guha CA Debabrata Basu Financial Advisor Ms. Aparajita Roychoudhury Executive- Accounts

Terms of Members: The terms of the nominated members will be for a period of one year

Meetings: The committee will meet at least two times a year before the BoG meeting for recommending its resolutions to the BoG for consideration.

#### Functions:

- Budget preparation & Finance Planning
- Budget allocation.
- Recommended the Budget to BoG for approval.
- Re-appropriation of funds of different Heads of the Budget with approval of the BoG
- Budget estimates relating to the fees and others sources collected for smooth operation of the college.
- Advise the BoG on any matter involving finance.
- Delegation of Financial Power: as per BoG minutes:

SI No.	Position	Approval Power (Financial) in Rs. / Cash		
-		Expenditure authority (impressed cash) in Rs.		
1.	Director/Principal	5 Lakhs ( 10 Thousand impressed cash)		
2.	Dean of Academics	20 Thousand ( 5 Thousand impressed cash)		
3.	Administrator	15 Thousand ( 2 Thousand impressed cash)		
4.	HoD	15 Thousand ( 2 Thousand impressed cash)		

Dr. S Ray Chaudhuri

Director De. S. Ray Chaudhuri

Date: 17th S. Ray Chaudh Silveri Institute of Technology

Director Technolog

P.O: Sukna, Siliguri, Dist.: Darjeeling, PIN: 734 009

## **CIRCULAR**

## Finance Committee (FC):

All HODs are hereby requested to submit Departmental Budget by 18th January 2016 as per attached Format.

Dr. S Ray Chaudhuri

Date: 11 Danuary 2016

Director Technology

P.O: Sukna, Siliguri, Dist.: Darjeeling, PIN: 734 009

Date: 18<sup>th</sup> January 2016

#### Notice

I am directed by the Chairman of the Finance Committee, to draw your kind attention that the Meeting of Finance Committee (FC) of Siliguri Institute of Technology (SIT) will be held on 25<sup>th</sup> January 2016 at 14.00 Hours at the campus of P.O: Sukna, Siliguri, Dist.: Darjeeling, PIN: 734 009.

#### Agenda:

- 1. Budget Proposal for the year of 2016-2017
- 2. Any others items with permission of Chair

Kallol Dutta

Convener, FC

CC: To all concerned persons



P.O: Sukna, Siliguri, Dist.: Darjeeling, PIN: 734 009

### Finance Committee (FC)

#### Attendance Sheet:

SI No.	Name			Cimpturo
		Designation	Туре	Signature
1.	Dr. S Ray Chaudhuri	Director	Chairman	hay Chily
2.	Mr. R C Roy	HOD (CE)	Member	Carro
3.	Mr. Alok Basu	HOD (CSE)	Member	Aborn
4.	Mr. J B Basu	HOD( EE)	Member	May
5.	Mr. Joydeep Guha	Administrator	Member	4
6.	CA Debabrata Basu	Financial Advisor	Member	B-
7.	Ms. Aparajita Roychoudhury	Executive- Accounts	Member	ARL
8.	Mr. Kallol Dutta	Sr- Office Assistant- Accounts	Convener	Villey.



P.O: Sukna, Siliguri, Dist.: Darjeeling, PIN: 734 009

Minutes of the meeting of Finance Committee held on 25<sup>th</sup> January 2016 at 14.00 Hours at Siliguri Institute of Technology, P.O: Sukna, Siliguri, Dist.: Darjeeling, PIN: 734 009. 

Agenda Item No. -1: Budget Proposal for the year of 2016-2017

All HODs have prepared and submitted the Departmental Budget to the Finance Committee. The Finance Committee has gone through it and scrutinizes the Budget in details.

Few rectifications and modifications have made and finally the Budget is prepared to place the forthcoming BOG meeting for approval.

Dr. S Ray Chaudhuri

Chairmany Echaudhuri

Date: 25th January 2016 Institute of Technology

P.O: Sukna, Siliguri, Dist.: Darjeeling, PIN: 734 009

Date: 4th October 2016

#### Notice

I am directed by the Chairman of the Finance Committee, to draw your kind attention that the Meeting of Finance Committee (FC) of Siliguri Institute of Technology (SIT) will be held on 10<sup>th</sup> October 2016 (Monday) at 14.00 Hours at the campus of TICT, P.O: Sukna, Siliguri, Dist.:

### Agenda:

- 1. Budget discussions for NBA
- 2. Any others items with permission of Chair

Convener, FC

CC : To all concerned persons



P.O: Sukna, Siliguri, Dist.: Darjeeling, PIN: 734 009

Finance Committee (FC)

### Attendance Sheet:

SI No.	Name			
1.	Dr. J. Jhampati	Designation	Type	Signature
	- The state of the	Director	Chairman	762
2.	M̞r. R C Roy	HOD (CE)	Member	tours
3.	Mr. Alok Basu	HOD (CSE)	Member	Aprior
4.	Mr. J B Basu	HOD( EE)	Member	Mrs
5.	Mr. Joydeep Guha	Administrator	Member	<u>J</u>
6.	CA Debabrata Basu	Financial Advisor	Member	B.
7.	Ms. Aparajita Roychoudhury	Executive- Accounts	Member	ARL
8.	Mr. Kallol Dutta	Sr- Office Assistant- Accounts	Convener	today.



P.O: Sukna, Siliguri, Dist.: Darjeeling, PIN: 734 009

Minutes of the meeting of Finance Committee held on 10<sup>th</sup> October 2016 at 14.00 Hours at Siliguri Institute of Technology, P.O: Sukna, Siliguri, Dist.: Darjeeling, PIN: 734 009 as per Notice

## Agenda Item No. -1: Budget discussion for NBA

As per Circular dated 11th January 2016, Dr. S Ray Chaudhuri was nominated as "Chairman" of Finance Committee. But as he has been released from the office of Director of SIT, Prof. (Dr.) J Jhampati, Director has been nominated in place of Prof. (Dr.) J Jhampati.

The Chairman placed the status report of Budget and its allocation and utilization of allocated fund.

The Finance Committee has discussed the Budget in details considering the forthcoming NBA visit for its different expenditure as per the proposed budget from department and institution level. The Committee has discussed in details and placed it in next BoG meeting for approval

Prof. (Dr.) J Jhampati

Chairman-FC

Date: 10th October 2016

Director Technology

P.O: Sukna, Siliguri, Dist.: Darjeeling, PIN: 734 009

### **CIRCULAR**

#### Finance Committee (FC):

SI No.	Name	Designation	Туре
1.	Dr. S Ray Chaudhuri	Director	Chairman
2.	Mr. R C Roy	HOD (CE)	Member
3.	Mr. Alok Basu	HOD (CSE)	Member
4.	Dr. Gautam Das	HOD( ECE)	Member
5.	Mr. Joydeep Guha	Administrator	Member
6.	CA Debabrata Basu	Financial Advisor	Member
7.	Ms. Aparajita Roychoudhury	Executive- Accounts	Member
8.	Mr. Kallol Dutta	Sr- Office Assistant- Accounts	Convener

Terms of Members: The terms of the nominated members will be for a period of one year

Meetings: The committee will meet at least two times a year before the BoG meeting for recommending its resolutions to the BoG for consideration.

#### Functions:

- Budget preparation & Finance Planning
- Budget allocation.
- · Recommended the Budget to BoG for approval.
- Re-appropriation of funds of different Heads of the Budget with approval of the BoG
- Budget estimates relating to the fees and others sources collected for smooth operation
  of the college.
- Advise the BoG on any matter involving finance.
- Delegation of Financial Power: as per BoG minutes:

Position	Approval Power (Financial) in Rs. / Cash		
	Expenditure authority (impressed cash) in Rs.		
Director/Principal	5 Lakhs ( 10 Thousand impressed cash)		
Dean of Academics	20 Thousand ( 5 Thousand impressed cash)		
Administrator	15 Thousand ( 2 Thousand impressed cash)		
HoD	15 Thousand ( 2 Thousand impressed cash)		
The state of the s	Director/Principal Dean of Academics Administrator		

Dr. S Ray Chaudhuri

Director, Ray Chaudhuri

Date 12th Ganuary 2015 chine long

Siliguri Institute of Technology

P.O: Sukna, Siliguri, Dist.: Darjeeling, PIN: 734 009

## **CIRCULAR**

#### Finance Committee (FC):

All HODs are hereby requested to submit Departmental Budget by 19th January 2015 as per attached Format.

Dr. S Ray Chaudhuri Chaudhuri

Date: 12th January 2015

Director Technology

P.O: Sukna, Siliguri, Dist.: Darjeeling, PIN: 734 009

Date: 19th January 2015

#### **Notice**

I am directed by the Chairman of the Finance Committee, to draw your kind attention that the Meeting of Finance Committee (FC) of Siliguri Institute of Technology (SIT) will be held on 27<sup>th</sup> January 2015 (Tuesday) at 14.00 Hours at the campus of SIT, P.O: Sukna, Siliguri, Dist.: Darjeeling, PIN: 734 009.

#### Agenda:

- 1. Budget Proposal for the year of 2015-2016
- 2. Any others items with permission of Chair

Kallol Dutta

Convener, FC

CC: To all concerned persons

Siliguri Institute of Technology

P.O: Sukna, Siliguri, Dist.: Darjeeling, PIN: 734 009

## Finance Committee (FC)

#### Attendance Sheet:

SI No.	Name	Designation	Tuna	Signature
1.	Dr. S Ray Chaudhuri	Director	Type Chairman	Loyle
2.	Mr. R C Roy	HOD (CE)	Member	time C
3.	Mr. Alok Basu	HOD (CSE)	Member	Africa.
4.	Dr. Gautam Das	HOD( ECE)	Member	log.
5.	Mr. Joydeep Guha	Administrator	Member	3
6.	CA Debabrata Basu	Financial Advisor	Member	Do.
7.	Ms. Aparajita Roychoudhury	Executive- Accounts	Member	APL
8.	Mr. Kallol Dutta	Sr- Office Assistant- Accounts	Convener	My.



P.O: Sukna, Siliguri, Dist.: Darjeeling, PIN: 734 009

Minutes of the meeting of Finance Committee held on 27th January 2015 at 14.00 Hours at Siliguri Institute of Technology, P.O: Sukna, Siliguri, Dist.: Darjeeling, PIN: 734 009 as per Notice

Agenda Item No. -1 : Budget Proposal for the year of 2015-2016

All HODs have prepared and submitted the Departmental Budget to the Finance Committee. The Finance Committee has gone through it and scrutinizes the Budget in details.

Considering the NBA visit in coming year, the said committee has discussed on the institutional Budget. Few rectifications and modifications have made and finally the Budget is prepared to place the forthcoming BOG meeting for approval.

Dr. S Ray Chaudhuri

Chairman-FC Chaudhuri

Date 27th January 2015 Siliguei Institute of Technology

P.O: Sukna, Siliguri, Dist.: Darjeeling, PIN: 734 009

Date: 1st October 2015

#### **Notice**

I am directed by the Chairman of the Finance Committee, to draw your kind attention that the Meeting of Finance Committee (FC) of Siliguri Institute of Technology (SIT) will be held on 9<sup>th</sup> October 2015 (Friday) at 14.00 Hours at the campus of Siliguri Institute of Technology, P.O: Sukna, Siliguri, Dist.: Darjeeling, PIN: 734 009.

#### Agenda:

- 3. Discussion on status of Budget for the year of 2015-2016
- 4. Any others items with permission of Chair

Kallol Dutta Convener, FC

CC: To all concerned persons

Director Technology

P.O: Sukna, Siliguri, Dist.: Darjeeling, PIN: 734 009

## Finance Committee (FC)

#### Attendance Sheet:

SI No.	Name			
1.	Dr. S Ray Chaudhuri	Designation	Type	Signature
		Director	Chairman	may Chill
2.	Mr. R C Roy	HOD (CE)		1
		HOD (CE)	Member	Casso
3.	Mr. Alok Basu	HOD (CCE)		
		HOD (CSE)	Member	Horse
4.	Dr. Gautam Das	HOD( ECE)		
		HOD(ECE)	Member	Gray.
5.	Mr. Joydeep Guha	Administrator		
		Administrator	Member	W.
6.	CA Debabrata Basu	Financial Advisor	Member	
			Weimber	88
7.	Ms. Aparajita Roychoudhury	Executive- Accounts	Member	pel
8.	Mr. Kallol Dutta	Sr- Office Assistant- Accounts	Convener	Fag.

Siliguri Institute of Technology

P.O: Sukna, Siliguri, Dist.: Darjeeling, PIN: 734 009

Minutes of the meeting of Finance Committee held on 9<sup>th</sup> October 2015 at 14.00 Hours at Siliguri Institute of Technology, SIT, P.O: Sukna, Siliguri, Dist.: Darjeeling, PIN: 734 009.

Agenda Item No. -1: Discussion on status of Budget for the year of 2015-2016

The Chairman placed the status report of Budget and its allocation and utilization of allocated fund.

The Finance Committee has discussed the Budget in details considering the NBA visit in coming year for its different expenditure as per the proposed budget from Department and institution level. The Committee has discussed in details and placed it in the BOG meeting for approval.

Dr. S Ray Chaudhuri Convenerar Chaudhuri

Date: 9th October 2015

Siliguri Institute of Technology

P.O: Sukna, Siliguri, Dist.: Darjeeling, PIN: 734 009

### **CIRCULAR**

#### Finance Committee (FC):

FILLICITION			
SI No.	Name	Designation	Туре
1.	Prof. (Dr.) Ankur Ganguly	Principal I/C	Chairman
2.	Mr. Dipak Bhattacharya	HOD (EE)	Member
3.	Mr. Alok Basu	HOD (CSE)	Member
4.	Dr. Gautam Das	HOD( ECE)	Member
5,	Mr. Joydeep Guha	Administrator	Member
6.	CA Debabrata Basu	Financial Advisor	Member
7.	Ms. Aparajita Roychoudhury	Executive- Accounts	Member
8.	Mr. Kallol Dutta	Sr- Office Assistant- Accounts	Convener

Terms of Members: The terms of the nominated members will be for a period of one year

Meetings: The committee will meet at least two times a year before the BoG meeting for recommending its resolutions to the BoG for consideration.

#### Functions:

- Budget preparation & Finance Planning
- Budget allocation.
- Recommended the Budget to BoG for approval.
- Re-appropriation of funds of different Heads of the Budget with approval of the BoG
- Budget estimates relating to the fees and others sources collected for smooth operation
  of the college.
- Advise the BoG on any matter involving finance.
- Delegation of Financial Power: as per BoG minutes:

Delegation of American					
SI No.	Position	Approval Power (Financial) in Rs. / Cash			
		Expenditure authority (impressed cash) in Rs.			
1.	Director/ Principal	5 Lakhs (10 Thousand impressed cash)			
2.	Dean of Academics	20 Thousand ( 5 Thousand impressed cash)			
3.	Administrator	15 Thousand ( 2 Thousand impressed cash)			
1	HOD	15 Thousand ( 2 Thousand impressed cash)			
4.	4. 1100				

Prof. (Dr.) Ankur Gangyly

Principal-in-Charge

Date: 2<sup>nd</sup> January 2014

Director Siliguri Institute of Technology

P.O: Sukna, Siliguri, Dist.: Darjeeling, PIN: 734 009

## **CIRCULAR**

Finance Committee (FC):

All HODs are hereby requested to submit Departmental Budget by 13<sup>th</sup> January 2014 as per attached Format.

OB VARIETYACHAY

Prof. (Dr.) Ankur Ganguly on a last barge Principal-in-Charge Last tasks of Technology

Date: 2<sup>nd</sup> January 2014



P.O: Sukna, Siliguri, Dist.: Darjeeling, PIN: 734 009

Date: 13th January 2014

#### Notice

lam directed by the Chairman of the Finance Committee, to draw your kind attention that the Meeting of Finance Committee (FC) of Siliguri Institute of Technology (SIT) will be held on 20<sup>th</sup> January 2014 (Monday) at 14.00 Hours at the campus of SIT, P.O: Sukna, Siliguri, Dist.: Darjeeling, PIN: 734 009.

#### Agenda:

- 1. Budget Proposal for the year of 2014-2015
- 2. Any others items with permission of Chair

Kallol Dutta Convener, FC

CC: To all concerned persons

Siliguri Institute of Technology

P.O: Sukna, Siliguri, Dist.: Darjeeling, PIN: 734 009

#### Finance Committee (FC)

## Attendance Sheet:

21 110	Name	Designation	Туре	Signature
1.	Prof. (Dr.) Ankur Ganguly	Principal I/C	Chairman	Out
2.	Mr. Dipak Bhattacharya	HOD (EE)	Member	D. Shanne
3.	Mr. Alok Basu	HOD (CSE)	Member	Apren.
4.	Dr. Gautam Das	HOD( ECE)	Member	. الميلا
5.	Mr. Joydeep Guha	Administrator	Member	SA/
6.	CA Debabrata Basu	Financial Advisor	Member	B
7.	Ms. Aparajita Roychoudhury	Executive- Accounts	Member	APL
8.	Mr. Kallol Dutta	Sr- Office Assistant- Accounts	Convener	(Flag.

Stiguri Institute of Technology

P.O: Sukna, Siliguri, Dist.: Darjeeling, PIN: 734 009

Minutes of the meeting of Finance Committee held on 20<sup>th</sup> January 2014 at 14.00 Hours at Siliguri Institute of Technology, P.O: Sukna, Siliguri, Dist.: Darjeeling, PIN: 734 009.

Agenda Item No. -1: Budget Proposal for the year of 2014-2015

As per the advice from the Finance Committee the concerned HODs have prepared and submitted the Departmental budget for the year 2014-2015.

The Finance Committee has thoroughly gone through the Departmental budget.

The Finance Committee has discussed the Budget in institutional level and finalized the Budget altogether and placed the total Budget to the Board of Governors for approval.

Prof. (Dr.) Ankur Ganguly Chairman FCNKUR GANGULY

Date: 20th Fincipal-In-Charge Siliguri Institute 2014 Innology

Director
Director
Technology

P.O: Sukna, Siliguri, Dist.: Darjeeling, PIN: 734 009

Date: 29<sup>th</sup> September 2014

#### Notice

I am directed by the Chairman of the Finance Committee, to draw your kind attention that the Meeting of Finance Committee (FC) of Siliguri Institute of Technology (SIT) will be held on 3<sup>rd</sup> October 2014 (Friday) at 14.00 Hours at the campus of SIT, P.O: Sukna, Siliguri, Dist.: Darjeeling, PIN: 734 009.

#### Agenda:

- 3. Discussion on status of Budget for the year of 2014-2015
- 4. Any others items with permission of Chair

Kallol Dutta Convener, FC

CC: To all concerned persons



P.O: Sukna, Siliguri, Dist.: Darjeeling, PIN: 734 009

Finance Committee (FC)

## Attendance Sheet:

SI No.	Name	Doni		
1.	Dr. S Ray Chaudhuri	Designation	Туре	Signature
		Director	Chairman	Langchest
2.	Mr. Dipak Bhattacharya	HOD (EE)	Member	X. Zgond
3.	Mr. Alok Basu	HOD (CSE)	Member	Alber.
4.	Dr. Gautam Das	HOD( ECE)	Member	gord.
5.	Mr. Joydeep Guha	Administrator	Member	3
6.	CA Debabrata Basu	Financial Advisor	Member	BV
7.	Ms. Aparajita Roychoudhury	Executive- Accounts	Member	APP
8.	Mr. Kallol Dutta	Sr- Office Assistant- Accounts	Convener	May.



P.O: Sukna, Siliguri, Dist.: Darjeeling, PIN: 734 009

Minutes of the meeting of Finance Committee held on 3<sup>rd</sup> October 2014 at 14.00 Hours at Siliguri Institute of Technology, P.O: Sukna, Siliguri, Dist.: Darjeeling, PIN: 734 009 as per Notice dated 29<sup>th</sup> September 2014.

Agenda Item No. -1: Discussion on status of Budget for the year of 2014-2015

As per Circular dated 2<sup>nd</sup> January 2014, Prof. (Dr.) Ankur Ganguly was nominated as "Chairman" of Finance Committee. But as he has been released from the Post of Principal Principal-in-Charge of SIT, Dr. S Ray Chaudhuri, Director has been nominated in place of Prof. (Dr.) Ankur Ganguly.

The Convener placed the status report of Budget and its allocation and utilization of allocated fund.

Members discussed that allocation and utilization of fund was as per budget and smoothly implementing the project as per proposed in budget.

Dr. S Ray Chaudhuri

Date 3 October 2014 echnology

Silguri Institute of Technology

P.O: Sukna, Siliguri, Dist.: Darjeeling, PIN: 734 009

## CIRCULAR

## Finance Committee (FC):

SI No.	Name		
1.	Prof. (Dr.) Gautam Das	Doei	
2.	Mr. Dipak Bhattacharya	Designation	Туре
3.	Mr. Alok Basu	Principal I/C HOD (EE)	Chairman
4.	Dr. Ankur Ganguly	HOD (CSE)	Member
5.	IVIT. Joydeen Gub	HOD( EIE)	Member
6.	CA. Debahrata n.	Administrator	Member
7.	IVIS. Aparaiita Royal	Financial Advisor	Member
8.	Mr. Kallol Dutta	Executive- Accounts	Member
	- wita	Sr- Office Assista	Member
Terms of I	Members: The to-	Sr- Office Assistant- Accounts	Convener

Terms of Members: The terms of the nominated members will be for a period of one year

Meetings: The committee will meet at least two times a year before the BoG meeting for recommending its resolutions to the BoG for consideration.

#### Functions:

- Budget preparation & Finance Planning
- Budget allocation.
- Recommended the Budget to BoG for approval.
- Re-appropriation of funds of different Heads of the Budget with approval of the BoG
- Budget estimates relating to the fees and others sources collected for smooth operation
- Advise the BoG on any matter involving finance.
- Delegation of Financial Power: as per BoG minutes:

SI No.	Position Power: as p			
		Approval Power (Financial) in Rs. / Cash		
1.	Director/ Principal	experiority (impressed cach) : a		
2.	Dean of Academics	5 Lakhs (10 Thousand impressed cash) 20 Thousand (5 Thousand impressed cash)		
3.	Administrator	15 Thousand ( 2 Thousand impressed cash)		
4.	HOD	15 Thousand ( 2 Thousand impressed cash)		

.) Gautam Das

<sup>th</sup> December 2012

P.O: Sukna, Siliguri, Dist.: Darjeeling, PIN: 734 009

## **CIRCULAR**

## Finance Committee (FC):

All HODs are hereby requested to submit Departmental Budget by  $21^{\rm st}$  January 2013 as per attached Format.

Dr. Gautam Das

Principal-in-Charges

Epm.

Date: 24<sup>th</sup> December 2012



P.O: Sukna, Siliguri, Dist.: Darjeeling, PIN: 734 009

Date: 21st January 2013

#### **Notice**

Meeting of Finance Committee (FC) of Siliguri Institute Technology (SIT) will be held on 28<sup>th</sup> Darjeeling, PIN: 734 009.

#### Agenda:

- 1. Budget Proposal for the year of 2013-2014
- 2. Any others items with permission of Chair

Kallol Dutta Convener, FC

CC: To all concerned persons

Director
Siliguri Institute of Technology

P.O: Sukna, Siliguri, Dist.: Darjeeling, PIN: 734 009

Minutes of the meeting of Finance Committee held on 28<sup>th</sup> January 2013 at 14.00 Hours at Siliguri Institute of Technology, P.O: Sukna, Siliguri, Dist.: Darjeeling, PIN: 734 009.

Agenda Item No. -1: Budget Proposal for the year of 2013-2014

 $_{
m All\ HODs}$  have prepared and submitted the Departmental budget to the Finance Committee. The  $_{
m Finance}$  Committee has gone through it and scrutinizes the Budget in details.

Further the said committee has discussed on the institutional Budget and finally the FC has forwarded the Budget to place before the forthcoming BoG meeting for approval

Prof. (Dr.) Gautam Das

Chairman-FC

Date: 28th January 2013

Director
Siliguri Institute of Technology

P.O: Sukna, Siliguri, Dist.: Darjeeling, PIN: 734 009

## Finance Committee (FC)

## Attendance Sheet:

SI NO.	Name	Designation	Туре	Signature			
1.	Prof. (Dr.) Gautam Das	Principal I/C	Chairman	gan.			
2.	Mr. Dipak Bhattacharya	HOD (EE)	Member	S. Brown to.			
3.	Mr. Alok Basu	HOD (CSE)	Member	Apren			
4.	Dr. Ankur Ganguly	HOD( EIE)	Member	COL			
5.	Mr. Joydeep Guha	Administrator	Member	Á			
6.	CA Debabrata Basu	Financial Advisor	Member	Br.			
7.	Ms. Aparajita Roychoudhury	Executive- Accounts	Member	Apr			
8.	Mr. Kallol Dutta	Sr- Office Assistant- Accounts	Convener	Vitue			

Director
Siliguri Institute of Technology

P.O: Sukna, Siliguri, Dist.: Darjeeling, PIN: 734 009

Date: 1st October 2013

#### Notice

am directed by the Chairman of the Finance Committee, to draw your kind attention that the Meeting of Finance Committee (FC) of Siliguri Institute of Technology (SIT) will be held on 4th October 2013 (Friday) at 14.00 Hours at the campus of SIT, P.O: Sukna, Siliguri, Dist.: Darjeeling,

#### Agenda:

- 1) Discussion on status of Budget for the year of 2013-2014
- 2) Any others items with permission of Chair

Convener, TICT

CC: To all concerned persons



P.O: Sukna, Siliguri, Dist.: Darjeeling, PIN: 734 009

## Finance Committee (FC)

## Attendance Sheet:

SI No.	Name	Designation	Tuno	Signature
1.	Dr. Ankur Ganguly	Principal I/C	Type Chairman	COT.
2.	Mr. Dipak Bhattacharya	HOD (EE)	Member	D. Romer
3.	Mr. Alok Basu	HOD (CSE)	Member	Apren
4.	Mr. Joydeep Guha	Administrator	Member	JA /
5.	CA Debabrata Basu	Financial Advisor	Member	S
6.	Ms. Aparajita Roychoudhury	Executive- Accounts	Member	ARL
7.	Mr. Kallol Dutta	Sr- Office Assistant- Accounts	Convener	



P.O: Sukna, Siliguri, Dist.: Darjeeling, PIN: 734 009

Minutes of the meeting of Finance Committee held on 4th October 2013 at 14.00 Hours at Siliguri Institute of Technology, P.O: Sukna, Siliguri, Dist.: Darjeeling, PIN: 734 009 as per Notice

Agenda Item No. -1: Discussion on status of Budget for the year of 2013-2014

As per Circular dated 21<sup>st</sup> January 2013, Prof. (Dr.) Gautam Das was nominated as "Chairman" of Finance Committee. But as he has been released from the Post of Principal Principal-in-Charge of SIT, Prof. (Dr.) Ankur Ganguly, Principal-in-Charge has been nominated in place of Prof. (Dr.)

The Chairman placed the status report of Budget and its allocation and utilization of allocated

Members discussed that allocation and utilization of fund was as per budget and smoothly implementing the project as per proposed in budget.

Principal-In-Charge Chairman- FC Date: 4th Octobers 2013 of Technology