

# SILIGURI INSTITUTE OF TECHNOLOGY

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

## CIRCULAR

### Finance Committee (FC):

Sl No.	Name	Designation	Type
1.	Dr. J. Jhampati	Director	Chairman
2.	Mr. R C Roy	HOD (CE)	Member
3.	Mr. Alok Basu	HOD (CSE)	Member
4.	Mr. J B Basu	HOD (EE)	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:

Sl 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. J. Jhampati

Director

Re: 9 January 2017



*Dr. J. Jhampati*  
Director  
Siliguri Institute of Technology

# SILIGURI INSTITUTE OF TECHNOLOGY

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

## CIRCULAR

**Finance Committee (FC):**

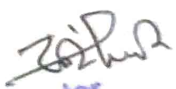
All HODs are hereby requested to submit Departmental Budget by 16<sup>th</sup> January 2017 as per attached Format.



Dr. J. Jhampati  
Director

Director  
Siliguri Institute of Technology

Date: 9<sup>th</sup> January 2017



Director  
Siliguri Institute of Technology

# SILIGURI INSTITUTE OF TECHNOLOGY

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> January 2017 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 2017-2018
2. Any others items with permission of Chair

  
Kallol Dutta  
Convener, FC

CC : To all concerned persons

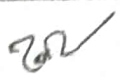
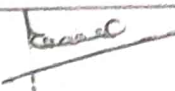

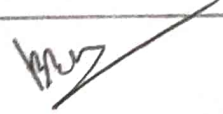




  
Director  
Siliguri Institute of Technology

# SILIGURI INSTITUTE OF TECHNOLOGY

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

## Finance Committee (FC)

### Attendance Sheet:

Sl No.	Name	Designation	Type	Signature
1.	Dr. J. Jhampati	Director	Chairman	
2.	Mr. R C Roy	HOD (CE)	Member	
3.	Mr. Alok Basu	HOD (CSE)	Member	
4.	Mr. J B Basu	HOD( EE)	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	

  
Director  
Siliguri Institute of Technology

# SILIGURI INSTITUTE OF TECHNOLOGY

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

Chairman

Date: 24<sup>th</sup> January 2017



  
Director  
Siliguri Institute of Technology



# SILIGURI INSTITUTE OF TECHNOLOGY

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

## CIRCULAR

### Finance Committee (FC):

Sl No.	Name	Designation	Type
1.	Dr. S Ray Chaudhuri	Director	Chairman
2.	Mr. R C Roy	HOD (CE)	Member
3.	Mr. Alok Basu	HOD (CSE)	Member
4.	Mr. J B Basu	HOD( EE)	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

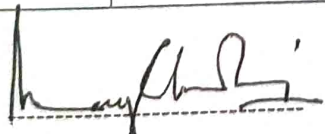
Terms of Members: The terms of the nominated members will be for a period of one year

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.
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Sl 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

Date: 11 January 2016  
Dr. S. Ray Chaudhuri  
Director  
Siliguri Institute of Technology



Director  
Siliguri Institute of Technology

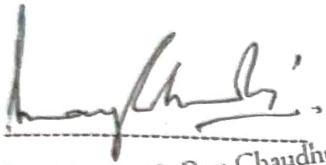
# SILIGURI INSTITUTE OF TECHNOLOGY

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

## CIRCULAR

### Finance Committee (FC):

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



Dr. S Ray Chaudhuri  
Director  
Siliguri Institute of Technology  
Date: 11<sup>th</sup> January 2016



Director  
Siliguri Institute of Technology

# SILIGURI INSTITUTE OF 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

  
Director  
Siliguri Institute of Technology

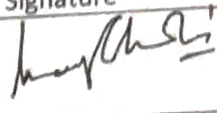
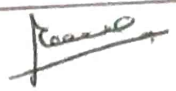

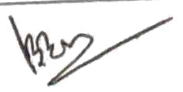


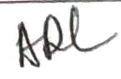



# SILIGURI INSTITUTE OF TECHNOLOGY

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

## Finance Committee (FC)

### Attendance Sheet:

Sl No.	Name	Designation	Type	Signature
1.	Dr. S Ray Chaudhuri	Director	Chairman	
2.	Mr. R C Roy	HOD (CE)	Member	
3.	Mr. Alok Basu	HOD (CSE)	Member	
4.	Mr. J B Basu	HOD( EE)	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	

  
Director  
Siliguri Institute of Technology

# SILIGURI INSTITUTE OF TECHNOLOGY

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

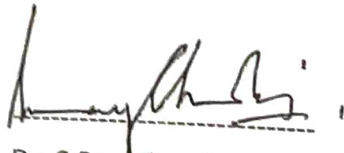
Minutes of the meeting of Finance Committee held on 25<sup>th</sup> January 2016 at 14.00 Hours at Siliguri Institute of Technology, P.O: Sukna, Siliguri, Dist.: Darjeeling, PIN: 734 009.

## =====

### 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

Chairman, FC

Date: 25<sup>th</sup> January 2016

Siliguri Institute of Technology



Director  
Siliguri Institute of Technology

# SILIGURI INSTITUTE OF TECHNOLOGY

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

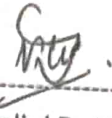
Date: 4<sup>th</sup> October 2016

## 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~~<sup>SIT</sup>, P.O: Sukna, Siliguri, Dist.: Darjeeling, PIN: 734 009.


## Agenda:

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



Kallol Dutta  
Convener, FC

CC : To all concerned persons


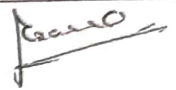




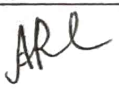

  
Director  
Siliguri Institute of Technology

# SILIGURI INSTITUTE OF TECHNOLOGY

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

## Finance Committee (FC)

### Attendance Sheet:

Sl No.	Name	Designation	Type	Signature
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2.	Mr. R C Roy	HOD (CE)	Member	
3.	Mr. Alok Basu	HOD (CSE)	Member	
4.	Mr. J B Basu	HOD (EE)	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	

  
Director  
Siliguri Institute of Technology

# SILIGURI INSTITUTE OF TECHNOLOGY

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 dated 4<sup>th</sup> October 2016.

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

As per Circular dated 11<sup>th</sup> 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.

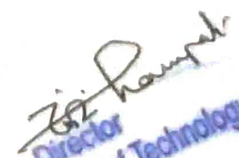
The Finance Committee has discussed the Budget in details considering the forthcoming NBA visit for its different expenditure as per the proposed budget from department and institution level. The Committee has discussed in details and placed it in next BoG meeting for approval



Prof. (Dr.) J Jhampati 10.10.16

Chairman- FC

Date: 10<sup>th</sup> October 2016

  
Director  
Siliguri Institute of Technology



# SILIGURI INSTITUTE OF TECHNOLOGY

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

## CIRCULAR

### Finance Committee (FC):

Sl No.	Name	Designation	Type
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

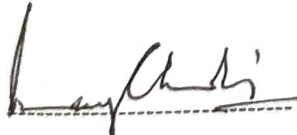
Terms of Members: The terms of the nominated members will be for a period of one year

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:

Sl 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, Ray Chaudhuri

Date: 12 January 2015  
Siliguri Institute of Technology



Director  
Siliguri Institute of Technology



# SILIGURI INSTITUTE OF TECHNOLOGY

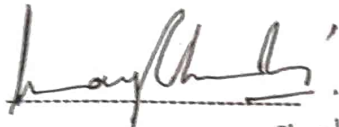
P.O: Sukna, Siliguri, Dist.: Darjeeling, PIN: 734 009

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## CIRCULAR

### Finance Committee (FC):

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



Dr. S Ray Chaudhuri Chaudhuri  
Director Director  
Siliguri Institute of Technology  
Date: 12<sup>th</sup> January 2015



Director  
Siliguri Institute of Technology

# SILIGURI INSTITUTE OF TECHNOLOGY

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

Date: 19<sup>th</sup> 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

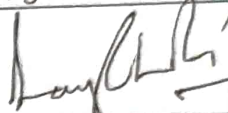
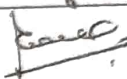






  
Director  
Siliguri Institute of Technology

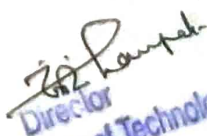
# SILIGURI INSTITUTE OF TECHNOLOGY

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

## Finance Committee (FC)

### Attendance Sheet:

Sl No.	Name	Designation	Type	Signature
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	
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Director  
Siliguri Institute of Technology

# SILIGURI INSTITUTE OF TECHNOLOGY

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

Minutes of the meeting of Finance Committee held on 27<sup>th</sup> January 2015 at 14.00 Hours at Siliguri Institute of Technology, P.O: Sukna, Siliguri, Dist.: Darjeeling, PIN: 734 009 as per Notice dated 19<sup>th</sup> January 2015.

## =====

### 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: 27<sup>th</sup> January 2015

Siliguri Institute of Technology



Director  
Siliguri Institute of Technology

# SILIGURI INSTITUTE OF TECHNOLOGY

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

Date: 1<sup>st</sup> 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.

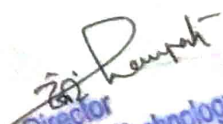
## Agenda:

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

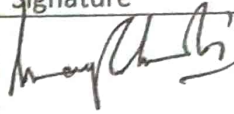
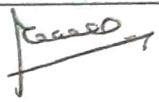


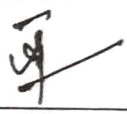


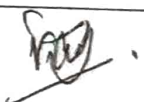
  
Director  
Siliguri Institute of Technology

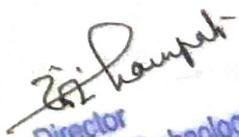
# SILIGURI INSTITUTE OF TECHNOLOGY

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

## Finance Committee (FC)

### Attendance Sheet:

Sl No.	Name	Designation	Type	Signature
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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	

  
Director  
Siliguri Institute of Technology



# SILIGURI INSTITUTE OF TECHNOLOGY

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

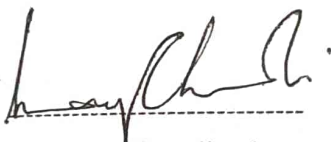
Minutes of the meeting of Finance Committee held on 9<sup>th</sup> October 2015 at 14.00 Hours at Siliguri Institute of Technology, SIT, P.O: Sukna, Siliguri, Dist.: Darjeeling, PIN: 734 009.

=====

## 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

Convenor of FC

Date: 9<sup>th</sup> October 2015  
Siliguri Institute of Technology



Director  
Siliguri Institute of Technology

# SILIGURI INSTITUTE OF TECHNOLOGY

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

## CIRCULAR

### Finance Committee (FC):

Sl No.	Name	Designation	Type
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:

Sl 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)

  
Prof. (Dr.) Ankur Ganguly  
Principal-in-Charge

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

  
Director  
Siliguri Institute of Technology

# 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.



Prof. (Dr.) Ankur Ganguly  
Principal-in-Charge  
Date: 2<sup>nd</sup> January 2014

  
Director  
Siliguri Institute of Technology

# SILIGURI INSTITUTE OF TECHNOLOGY

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


Date: 13<sup>th</sup> January 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 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

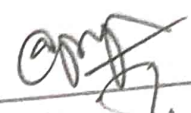
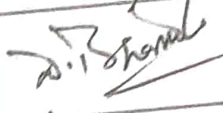

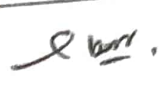




  
Director  
Siliguri Institute of Technology


# SILIGURI INSTITUTE OF TECHNOLOGY

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

## Finance Committee (FC)

### Attendance Sheet:

Sl No.	Name	Designation	Type	Signature
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	

  
Director  
Siliguri Institute of Technology



# SILIGURI 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 FC  
Principal-In-Charge  
Date: 20<sup>th</sup> January 2014  
Siliguri Institute of Technology

  
Director  
Siliguri Institute of Technology



# SILIGURI INSTITUTE OF 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

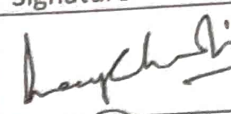
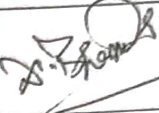

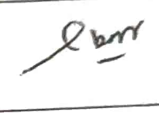
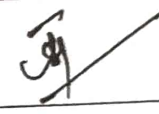
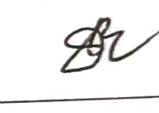
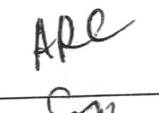

  
Director  
Siliguri Institute of Technology

# SILIGURI INSTITUTE OF TECHNOLOGY

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

## Finance Committee (FC)

### Attendance Sheet:

Sl No.	Name	Designation	Type	Signature
1.	Dr. S Ray Chaudhuri	Director	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	

  
Director  
Siliguri Institute of Technology

# SILIGURI INSTITUTE OF TECHNOLOGY

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.

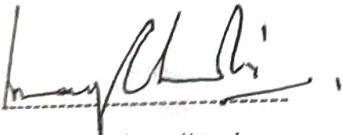
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## Agenda Item No. -1 : Discussion on status of Budget for the year of 2014-2015

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.

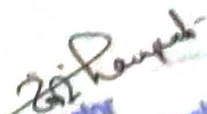
The Convener placed the status report of Budget and its allocation and utilization of allocated fund.

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  
Chairman, FC

Date: 3<sup>rd</sup> October 2014  
Director  
Siliguri Institute of Technology

  
Director  
Siliguri Institute of Technology

# SILIGURI INSTITUTE OF TECHNOLOGY

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

## CIRCULAR

### Finance Committee (FC):

Sl No.	Name	Designation	Type
1.	Prof. (Dr.) Gautam Das	Principal I/C	Chairman
2.	Mr. Dipak Bhattacharya	HOD (EE)	Member
3.	Mr. Alok Basu	HOD (CSE)	Member
4.	Dr. Ankur Ganguly	HOD( EIE)	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:

Sl 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)

*R. Das*



(Dr.) Gautam Das  
Principal I/C

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

*Dr. P. Das*  
Director  
Siliguri Institute of Technology

# 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 21<sup>st</sup> January 2013 as per attached Format.

*[Handwritten signature]*

-----  
Dr. Gautam Das

Principal-in-Charges

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

*[Handwritten signature]*  
Director  
Siliguri Institute of Technology



# SILIGURI INSTITUTE OF TECHNOLOGY

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

Date: 21<sup>st</sup> January 2013

## 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 Technology (SIT) will be held on 28<sup>th</sup> January 2013 (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 2013-2014
2. Any others items with permission of Chair

  
Kallol Dutta  
Convener, FC

CC : To all concerned persons

  
Director  
Siliguri Institute of Technology



# SILIGURI INSTITUTE OF TECHNOLOGY

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

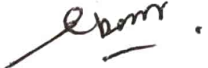
Minutes of the meeting of Finance Committee held on 28<sup>th</sup> January 2013 at 14.00 Hours at Siliguri Institute of Technology, P.O: Sukna, Siliguri, Dist.: Darjeeling, PIN: 734 009.


## =====

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

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.

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

  
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Prof. (Dr.) Gautam Das  
Chairman- FC  
Date: 28<sup>th</sup> January 2013

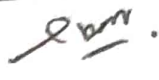
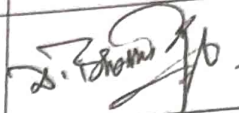





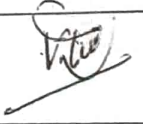
  
Director  
Siliguri Institute of Technology

# SILIGURI INSTITUTE OF TECHNOLOGY

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

## Finance Committee (FC)

### Attendance Sheet:

Sl No.	Name	Designation	Type	Signature
1.	Prof. (Dr.) Gautam Das	Principal I/C	Chairman	
2.	Mr. Dipak Bhattacharya	HOD (EE)	Member	
3.	Mr. Alok Basu	HOD (CSE)	Member	
4.	Dr. Ankur Ganguly	HOD( EIE)	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	

  
Director  
Siliguri Institute of Technology

# SILIGURI INSTITUTE OF TECHNOLOGY

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

Date: 1<sup>st</sup> October 2013

## 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 4<sup>th</sup> October 2013 (Friday) at 14.00 Hours at the campus of SIT, P.O: Sukna, Siliguri, Dist.: Darjeeling, PIN: 734 009.

## Agenda:

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



Kallol Dutta  
Convener, TICT

CC : To all concerned persons


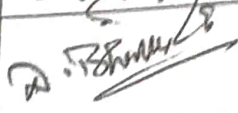



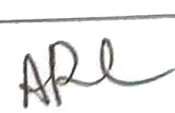
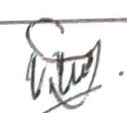
  
Director  
Siliguri Institute of Technology

# SILIGURI INSTITUTE OF TECHNOLOGY

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

## Finance Committee (FC)

### Attendance Sheet:

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

  
Director  
Siliguri Institute of Technology

# SILIGURI INSTITUTE OF TECHNOLOGY

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

Minutes of the meeting of Finance Committee held on 4<sup>th</sup> October 2013 at 14.00 Hours at Siliguri Institute of Technology, P.O: Sukna, Siliguri, Dist.: Darjeeling, PIN: 734 009 as per Notice dated 1<sup>st</sup> October 2013.


=====


## 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-in-Charge of SIT, Prof. (Dr.) Ankur Ganguly, Principal-in-Charge has been nominated in place of Prof. (Dr.) Gautam Das.

The Chairman 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.

  
Prof. (Dr.) Ankur Ganguly  
Chairman- FC  
Principal-In-Charge  
Date: 4<sup>th</sup> October 2013  
Siliguri Institute of Technology

  
Director  
Siliguri Institute of Technology